

MAINTENANCE WORKER/UTILITY

Purpose Statement:

The job of Maintenance Worker/Utility is done for the purpose/s of assisting skilled maintenance personnel in semi-skilled tasks in the maintenance and repair of structures, related physical facilities and equipment; moving and arranging equipment and furniture for special District functions; and performing related work as required.

Essential Functions

- Arranges furniture and equipment for the purpose of providing adequate preparations special events.
- Assists skilled maintenance workers in projects concerned with their specialties for the purpose of transporting and/or securing materials and equipment, and completing projects in a safe, efficient manner.
- Cleans tools and equipment for the purpose of ensuring that items are available as needed.
- Completes daily assignments as assigned (e.g. pipe fitting, concrete work, repairs, etc.) for the purpose of providing additional staffing for specific tasks.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Performs functions of Custodian II for the purpose of providing back-up as needed.
- Performs skilled maintenance tasks (e.g. pipe fitting, concrete work, roof repair, etc.) for the purpose of providing back-up for skilled maintenance trades.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating power tools and heavy equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 15