

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2012
RANGE: 39.0
CLASSIFIED
CODE: 3, 7, 9

UTILITY BUILDING AND GROUNDS WORKER (VOCS)
(Valley Oaks Charter School)

DEFINITION

The position of Utility Building and Grounds Worker is one that requires a broad range of interests and skills plus a willingness to shift activities as needs arise.

Care of the facility is the prime responsibility, but industrial arts skills to do simple repairs and assist with developing projects is also required.

The position would require a person who gets along well with people, is patient with children, and is a team player who can integrate into the daily activities and programs.

EXAMPLES OF DUTIES

Under general direction, perform a wide variety of custodial and semiskilled maintenance and repair tasks to ensure facilities and grounds are clean and in good repair;

clean office daily;

work with agriculture and industrial arts program to complete projects;

inspect machinery, buildings and equipment for safety and security;

perform preventative maintenance on a variety of service equipment, including oiling, greasing, packing and cleaning;

assist in, or perform a variety of tasks in the construction, installation, and maintenance of furniture, fences, playground equipment, cabinets, shelving, chalkboards, bulletin boards, and a variety of other structures;

make minor electrical repairs to power equipment, fixtures, extension cords, outlets, switches, and wiring;

maintain storage areas in orderly, safe, and clean condition;

prepare requisitions for maintenance and cleaning supplies;

set up facilities for special classes and meetings.

QUALIFICATIONS

Knowledge of:

Basic methods, techniques, materials, tools and equipment used in maintenance, repair and construction work;

basic cleaning methods, procedures, and techniques;

cleaning materials, supplies and equipment;

safe working methods and procedures;

care and feeding of animals;

care and maintenance of plants;

propagation and care of plants.

Ability to:

Work effectively with children;

maintain simple records;

perform moderately heavy manual activities;

efficiently and effectively use cleaning materials, supplies and equipment;

establish and maintain cooperative working relationships;

climb ladders, balance, stoop, kneel, crouch, crawl, and lift up to 50 pounds;

tend to plants and animals under supervision.

Experience:

Two (2) or more years of experience in one or more of the building trades, animal husbandry, or horticulture or equivalent in training and experience.

Education:

Equivalent to completion of the twelfth grade, supplemented by coursework or training in one or more of the horticulture, animal husbandry or maintenance craft area.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

This position will require part of the work shift to occur outside of the school business hours.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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