

PIERCE JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: UTILITY TECHNICIAN/BUS DRIVER

SALARY SCHEDULE:	Classified	SALARY LEVEL:	Class 8
DEPARTMENT:	Maintenance/Operations/Transportation	LOCATION:	District Wide
REPORTS TO:	Facilities and Transportation Director	BOARDAPPROVED:	8/21/2014

SUMMARY: Under the direct supervision of the Facilities and Transportation Director, the Utility Technician performs duties as assigned in custodial, groundskeeping, maintenance, and transportation as determined by the director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances using hand tools and testing instruments to maintain lighting and equipment in the district.
- Builds, repairs, and installs counters, cabinets, furniture, benches, partitions, floors, doors, building framework, and trim.
- Cleans facilities and warehouse on a regular basis including floors, sinks, and restrooms.
- Assists in installation of glass in windows, doors, and partitions.
- Replaces damaged ceiling tile, floor tile, and wall covering.
- Prepares surfaces for painting or repainting; applies finishes to various surfaces.
- Assist in maintenance and monitoring of pool.
- Operates hand and power tools necessary to perform duties.
- Works safely observing the safety laws and regulations pertaining to job activities.
- Assists in servicing HVAC equipment.
- Makes minor and major emergency repairs and adjustments to plumbing equipment and apparatus in school building.
- Does minor and assists with major repairs on gasoline engines and other mechanical machinery including mower, tractors and attachment.
- Does minor and assists with major construction work on buildings, including cement work and welding.
- Repairs and solves mechanical problems with gas and electric appliances, ranges, water heaters, dishwashers, and refrigerators.
- Does other utility work as assigned, such as moving supplies, furniture and equipment, loading unloading trucks.
- Perform custodial duties as assigned by director. Responsible for the cleanliness and general maintenance of the school facilities.
- Picks up paper and other debris from grounds and building; empties trash containers.
- Inspects on a monthly basis buildings, grounds, playground equipment, and fire extinguishers for broken equipment or vandalism, and reports the needs for repairs.
- Waters shrubs and lawns; mows and maintains lawn areas; and makes minor repairs to sprinklers.
- Monitors overall safety conditions and reports concerns to supervisor
- Bus driving duties as assigned by director, and operate the school bus as prescribed by state and local law.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pierce Joint Unified School District
Job Title: Utility Technician/Bus Driver

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED): Two years related experience and/or training; or equivalent combination of education and experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Commercial Driver's License
- Valid California Medical Examination Card
- Valid California Special Driver Certificate with School Bus Endorsement
- Valid ARC First Aid and CPR Certificates

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, and other employees of the organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out basic or specific written or oral instructions. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner. Ability to properly use cleaning chemicals and supplies. Ability to properly operate water vacuum, strippers, vacuum cleaner, shampooer, mower, weedeater, and other tools related to job duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 60 pounds to a height of four feet. However, while lifting amounts above 60 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.