

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: UTILITY WORKER**

**DEFINITION:** Under direction and supervision of Supervisor of Maintenance and Operations conducts district delivery service and works in Food Service, Maintenance, Grounds, and Operations performing duties as an entry level position in the relevant department.

**ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:**

- Make deliveries of district mail, food, supplies and funds between schools, district office and the post office.
- Under direct supervision and using a flexible schedule, assists in custodial services, food service, and grounds keeping as required.
- General custodial; cleans and maintains all floor surfaces, wall surfaces, ceilings, windows, and window coverings, furniture and woodwork in assigned areas.
- Empty and clean waste receptacles.
- Clean and supply restrooms.
- Pick up litter.
- Make non-technical repairs.
- General grounds and lawn area upkeep and maintenance.
- General maintenance work.
- Move equipment and furniture when necessary.
- Open, set-up, and close for events.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Traffic laws and regulations.
- Local street names and geography.
- Modern cleaning methods, proper use of cleaning materials and equipment in custodial work.
- Common tools and their uses.
- Basic methods of maintenance including electrical, plumbing, and carpentry.
- Basic methods of grounds maintenance including pruning and mowing.

**Ability to:**

- Maintain delivery schedules.
- Operate a truck skillfully and safely.
- Learn quickly; work independently; and carry out oral and written instructions.
- Communicate in writing for the purposes of composing the required reports and other correspondence.

**EDUCATION AND EXPERIENCE:**

- Completion of twelfth grade.
- One year of experience in manual labor, preferably to include some janitorial, maintenance and grounds duties.

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:**

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading laws and codes, rules and policies, and other related matter.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Bend, twist, kneel and/or stoop.
- Lift and carry 75 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems.
- Stand/work on ladder for extended periods of time.
- Drive various automatic or manual transmission vehicles.

**WORKING CONDITIONS:**

Outdoor and indoor working environments; subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment working with potentially hazardous materials/equipment, solvents, detergents, paints, grease, oil and other chemicals.

**LICENCE OR CERTIFICATES:**

- Possession of a valid California Driver's license.
- CPR/First Aid Certification is desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.