

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### UTILITY WORKER

Salary Range 9

#### **BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, performs a variety of unskilled and semi-skilled routine duties to maintain College buildings and equipment in a safe, clean and proper working condition; performs custodial duties to assure facilities are in a clean and sanitary condition. Performs other related duties as may be assigned.

#### **REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Performs a variety of routine duties to maintain College buildings and equipment in a safe, clean and proper working condition. (E)
- Performs general maintenance to District buildings; makes minor plumbing and electrical repairs; replaces indoor and outdoor light bulbs as assigned. (E)
- Performs a variety of custodial duties for assigned facility according to established schedules; sweep, scrub and mop floors; wash windows, counters and walls; empty and clean waste receptacles. (E)
- Moves, adjusts and arranges furniture and equipment; set up facilities for special events and meetings as assigned; disassembles risers following special events.
- Communicates with staff, administrators and others regarding custodial and general maintenance needs.
- Maintains custodial equipment and materials; refills various classroom and rest room dispensers, including paper towels, soap and related items; request additional materials according to established procedures.
- Check doors, windows and assigned areas for vandalism; reports safety, fire hazards and vandalism as appropriate.
- Operate a wide variety of equipment and hand and power tools used in custodial and general maintenance work including vehicles, electric carts, forklift, tractor, hoist, drill press and portable generators. (E)
- Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and general maintenance experience.

#### **KNOWLEDGE OF:**

Proper methods, materials, tools and equipment used in general maintenance and custodial work.

Requirements of maintaining buildings and facilities in good repair.

Operation and use of hand and power tools and equipment.

Proper methods of storing equipment, materials and supplies.

Cleaning materials, disinfectants and equipment used in custodial work.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

#### **ABILITY TO:**

Perform general maintenance and repair on District furniture, buildings, fixtures and facilities.

Operate tools and equipment used in general maintenance work.

Observe and report safety hazards and need for maintenance and repair.

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.

Use common cleaning equipment and supplies safely and efficiently.

Work cooperatively with others.

Understand and follow oral and written directions.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, vendors, students, and other departmental staff.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to operate tools and equipment.

Climbing ladders and working from heights to replace light bulbs.

Standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

**WORKING CONDITIONS:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Evening or variable hours.