

# Elmhurst CUSD 205

## Utility Second Shift

Department: Facilities and Operations  
FLSA Status: Non-Exempt  
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Supervisor: Building Manager  
Classification: VIII-0  
Prepared Date: 5/25/16

### Summary

The job of the Utility Second Shift worker is done for the purpose of providing custodial and general maintenance services with specific responsibility for supporting the Lead Custodian at the assigned site. Their work includes maintaining facilities in safe operating condition, addressing immediate operational and/or safety concerns, assisting skilled trades and ensuring that tools and materials are available at job sites.

### Essential Duties and Responsibilities

- Cleans assigned facilities and/or grounds.
- Arranges furniture and equipment to support the functions of the buildings prior to and following events.
- Assists with snow removal.
- Assists skilled maintenance workers with projects.
- Coordinates with assigned Lead Custodian or supervisor and other trades to ensure safe and timely completion of work.
- Delivers a variety of items to appropriate areas or sites.
- Installs system component parts, classroom and office equipment and facility components.
- Maintains vehicle, tools and equipment to ensure availability and safe operating conditions.
- Participates in workshops, meetings, trainings and seminars to further education and ensure compliance with regulations.
- Performs summer maintenance to prepare facility for the upcoming school year.
- Performs a variety of maintenance activities.
- Prepares site for daily operations.
- Repairs a variety of furniture and building system components to ensure a safe working environment.
- Requests equipment and supplies for the purpose of maintaining inventory and accessibility to required items.
- Inspects facilities to ensure the site is suitable for safe operations, maintained in an attractive and clean condition and identifies necessary repairs and upkeep.
- Responds to emergency situations during and after hours to resolve immediate safety concerns.
- Secures facility and grounds to minimize property damage, equipment loss, damage or potential liability.
- Transports a variety of tools, supplies and equipment to ensure availability of same at requested job sites.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; uses intuition and experience to complement data.

**Continuous Learning** - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations.

**Customer Service** - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

**Teamwork** - Contributes to building a positive team spirit.

**Written Communication** - Writes clearly and informatively.

**Team Leadership** - Fosters team cooperation; supports group problem solving; ensures progress toward goals.

**Quality Management** - Demonstrates accuracy and thoroughness.

**Conflict Resolution** - Encourages open communications; maintains objectivity; keeps emotions under control.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures.

**Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

**Organizational Support** - Follows policies and procedures; supports organization's goals and values.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Personal Appearance** - Dresses appropriately for position; keeps self well groomed.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Looks for and takes advantage of opportunities; asks for and offers help when needed.

**Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

**Judgement** - Includes appropriate people in decision-making process.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

### **Qualifications**

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.

### **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems; Mechanical Control Software Database software and Work order processing system Order processing systems.

### **Certificates, Licenses, Registrations**

### **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 finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **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 is frequently exposed to moving mechanical parts; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.