

FAIRVIEW PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	UTILITY PERSON	File 607
Reports to:	Director of Operations	
Job Objective:	Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.	
Minimum Qualifications:	· High school diploma. Post-secondary training in a trade is desirable. · Meets all mandated health screening requirements. · A record free of criminal violations that would prohibit public school employment. · Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct. · Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. · Ability to establish working relationships with co-workers and function as part of a cohesive team. · Commitment to keep current with skills essential to the objectives of the position. · Ability to comply with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability use blueprints/schematic diagrams. · Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.). · Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.). · Multi-school or closely related building maintenance experience. · Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate. · Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential Functions:	The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. · Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine tasks independently. · Keeps supervisors informed about ongoing activities and emerging issues. · Refers district policy interpretation inquiries to administrators. · Advances the district's professional image. Tactfully address questions/concerns. · Supports community participation in school-sponsored activities that enhance student learning. · Helps supervisors develop short/long-range program recommendations. · Shares knowledge about advances in operational procedures and equipment technology. · Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely. · Cleans, moves, and arranges furnishings, supplies, and equipment as directed. · Performs repairs. Avoids disrupting building activities except during emergencies. Consults with supervisors to schedule major repairs and ensure compliance with building codes and ADA accessibility standards. · Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed. · Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown. · Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). · Maintains playground areas and equipment as directed. · Assists with snow removal operations as directed. · Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.). · Documents all injuries that require treatment. · Picks-up and delivers equipment, materials, and other supplies as directed. · Checks daily schedule and coordinates preparation and clean-up activities for building events. · Assists other staff as needed to deal with unexpected or urgent situations. · Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).	

- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and in-service training as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.