



NEW: Submitted:
07/17/2019 07/16/2019

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| JOB TITLE: | WORKER UTILITY |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB, GRADE 3 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | NON-EXEMPT |
| JOB CLASS CODE: | 8804 |
| BARGAINING UNIT: | CLAE |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the general categories of "will call" items from vendors to the garages. Also responsible for general utility work in the assigned garage.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Mains a daily work schedule dictated by the parts identified for "will call"

Operates the bus wash and steam cleaning equipment

Processes work orders for parts used on vehicles

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment, and standard maintenance and safety practices

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of city/county street locations

Mechanical and/or working experience of automotive parts and supplies

Must have a valid Commercial Driver's License (CDL)

Effective communication skills

DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course

Working knowledge of applicable school system policies and procedures

Ability to work with people in a positive manner

Experience in a diverse workplace