

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net,
Departments, Classified Employment, scroll down to Application for
Employment, Classified 2023

January 26, 2023

<u>POSITION:</u>	<u>UTILITY WORKER - Substitutes</u>
<u>SALARY:</u>	\$20.72 per hour
<u>QUALIFICATIONS:</u>	See job description
<u>LICENSES:</u>	Valid CA Driver License
<u>TO APPLY:</u>	Submit an application (if one is not on file with the Human Resources Department) and letter of interest to Susan Salucci, Assistant Superintendent/Human Resources, Classified Personnel, at the above address.
<u>TESTING/INTERVIEWS:</u>	Qualified applicants will be notified.

It is the applicant's responsibility to confirm the receipt of their application by the Classified Human Resources Department. Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinitiate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates"

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: UTILITY WORKER

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, and Transportation, operate a motor vehicle to pick up and deliver intra-District mail, supplies and other materials to various locations in the District; assist with warehouse activities; perform custodial duties; perform grounds maintenance duties, perform a variety of unskilled to semi-skilled work and assist skilled personnel in the maintenance and repair of District facilities and equipment.

REPRESENTATIVE DUTIES:

Pick up and deliver United States and intra-District mail; coordinate package deliveries with postal services and shipping companies. *E*

Load and unload mail, warehouse items, food service supplies and other materials as assigned; assist with stocking warehouse and inventory activities; purchase items from vendors as directed. *E*

Sweep, scrub, mop and wax floors; vacuum rugs and carpets in classrooms, restrooms, offices and other assigned areas; wash windows, chalkboards and walls. Dust and polish furniture and woodwork; clean and wax desks. *E*

Empty and clean waste receptacles and pencil sharpeners; pick up paper and other debris from grounds and buildings. *E*

Move, adjust and arrange furniture and equipment; set up cafeteria and classrooms for special events and meetings. *E*

Maintain vehicle, tools and equipment in safe operating condition by fueling and performing routine maintenance. *E*

Perform a variety of grounds maintenance duties including mowing and edging lawns, trimming and staking trees, shrubs and hedges and planting, fertilizing, weeding and watering trees, grass and shrubs. *E*

Assist skilled personnel in the performance of a wide variety of duties related to the building trades

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a motor vehicle including all safety rules.

Basic oral and written communication skills.

Record-keeping techniques.

School and office sites within the District.

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

Appropriate safety practices and procedures.

ABILITY TO:

Operate a motor vehicle.

Pick-up and deliver materials and supplies.

Lift objects weighing up to 50 pounds; occasional lifting of up to 70 pounds.

Assist with warehouse activities

Observe legal and defensive driving practices

Understand and follow oral and written instructions

Read, interpret, apply and explain rules, regulations, policies and procedures

Meet schedules and time lines

Maintain routine logs and records

Understand and follow oral and written directions

Work cooperatively with others

Perform routine maintenance on vehicle

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.\

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Appropriate license to operate a forklift

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

Regular exposure to fumes, dust and odors

Driving a vehicle to conduct work

PHYSICAL ABILITIES:

- Lifting heavy objects
- Bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Pushing and pulling cleaning equipment
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate custodial equipment

HAZARDS

- Driving a delivery van during adverse weather conditions
- Contact with cleaning agents and chemicals

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the general job elements. Incumbents may perform any combination of the essential functions shown.