

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL OPERATIONS UTILITY WORKER (Range 23)

BASIC FUNCTION:

Under direction of an assigned supervisor perform a variety of skilled maintenance work as required.

REPRESENTATIVE DUTIES:

Pick-up and deliver supplies and equipment such as mail, furniture, audio-visual equipment, graduation materials and equipment, grounds and custodial supplies, and other materials. *E*

Assemble and arrange furniture and equipment, and set up outdoor events, auditorium, or classrooms for special events or meetings. *E*

Assure proper maintenance and repair of equipment and materials. *E*

Make minor repairs including replacing lights, carpet and flooring materials, baseboards/reducer.

Clean and adjust shades and mini blinds. *E*

Sand and refinish desks and furniture; adjust desks or other furniture. *E*

Scrape and refinish floors, to include vinyl composition tile (VCT), quarry tile, concrete and wood floors.

Fill-in and assist custodial staff as needed. *E*

Un-lock/open and close/lock-up District sites as needed.

Coordinate work projects and events.

Produce cost estimates and quotes.

Identify asbestos, mold, and lead for removal prior to new work being completed.

Prepare flooring base prior to installation of new flooring.

Conduct drywall repairs.

Order and maintain sufficient supplies needed to conduct daily work.

Revised 5/12/16

E = Essential Duties

Operate a computer to access and process the work order systems and district emails.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning materials, disinfectants, and equipment used in custodial work.

Use of hand tools.

District approved modern methods of cleaning and preserving of floors, ceilings, walls and fixtures.

ABILITY TO:

Perform general gardening and grounds work.

Perform minor maintenance on buildings and equipment.

Perform flooring, concrete and plywood repairs on buildings.

Produce cost estimates and quotes.

Understand and follow written and oral directions.

Establish and maintain effective relationships with others.

Work independently on a wide variety of tasks.

Effectively operate a computer and job-related software programs.

EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to: 3 years of combined custodial or construction experience including the installation of flooring, carpentry, skilled maintenance work or grounds/custodial work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Hold or obtain Asbestos Awareness Training and Lead Hazard Communication Training.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy physical labor.

Dexterity of hands, wrists and fingers to operate assigned equipment, tools or supplies.

Reaching overhead, above the shoulders and horizontally.

Kneeling or crouching.

Lifting, carrying, pushing or pulling equipment or supplies.

Climbing ladders and working from heights.

Revised 5/12/16

E = Essential Duties

Walking and standing for extended periods of time.
Bending at the waist.