

UTILITYPERSON II

<b>Title of Immediate Supervisor:</b> <u>Supervisor of Maintenance or</u> Supervisor of Building Operations	<b>Department:</b> Maintenance	<b>FLSA Status:</b> Non-Exempt
<b>Accountable For (Job Titles):</b> Seasonal or temporary hourly- employees; Utility I		<b>Pay Grade Assignment:</b> National Conference of Firemen and Oilers, Local 956, Pay Group <u>8 17</u>

**General Summary or Purpose Of Job:**

To provide skilled and semi-skilled labor in the construction and maintenance of all aspects of building structures, school grounds, parking lots, playgrounds, walks, athletic fields and play surfaces. To install, maintain facilities and transport district equipment and supplies as directed.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. Employees will not be expected to perform duties they are not trained to safely perform.)	
1.	Performs any of the duties that are included in the Utility I Classification Description.	
2.	Constructs and maintains landscaping and athletic fields; determine application rate and schedule for seed, fertilizer, and pesticide applications; develops plans and establishes pin placements used to mark fields for various athletic and special events; assists with planning of irrigation systems, fences, ditches, lot and field drainage systems, concrete walks, and constructs and maintains the same.	
3.	Utilizes heavy equipment, including but not limited to loaders, skid steers, dump trucks, pickups, dozer, grader, excavator to; plow and remove snow, apply sand and salt, grade, and resurface roads, parking lots, walks, and other fields and grounds areas.	
4.	Maintains and repairs building roofing systems, flashing, roof drains, skylights and roof ladders, to include masonry tasks; clean debris and remove snow from rooftops.	
5.	Constructs and repairs playground equipment; install, maintain and repair gymnasium equipment; fabricate, and install handrails, flagpoles and signs; construct, inspect and repair fences and gates; provide input and assists with project planning.	
6.	Erect and install scaffolding and platforms to ensure safe elevated working surfaces for facilities maintenance projects.	

7.	Loads and drives various district vehicles such as panel trucks, delivery vans, dump trucks, and other large vehicles to include vehicles with air brakes and those that require MN Class B CDL endorsement or other state equivalent. Transports supplies, furniture, equipment, refuse, recycling, food and any other materials for task completion or when and where as directed. Determines routes and loads/unloads in the most efficient manner; performs a variety of material handling tasks as directed.	
8.	On occasion, completes pickup and delivery of supplies and equipment outside of the immediate school district geographic area.	
9.	Performs or assists trades personnel in accomplishing other duties of a comparable level or type <u>such as outdoor lot painting, graffiti removal, carpentry tasks, and other non-licensed trades work in support of the tradespeople or in an emergency situation when a tradesperson is not available</u> ; and coordinates work with other employee classifications as needed to complete assigned tasks.	

**Minimum Qualifications:**(necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED and ~~five~~ ~~three~~ years of relevant experience in construction and/or facilities and grounds maintenance and repair; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements** (prior to job entry):

Valid Minnesota CDL Class B Driver's License (and knowledge test passed to remove air brake restriction).

**Knowledge Requirements:**

Requires knowledge of:

- Construction methods, materials, equipment and tools.
- Landscaping and drainage principles and techniques.
- Lawn and turf care materials and techniques.
- Terminology pertinent to the construction trades.
- Operation and maintenance of heavy and light construction equipment (e.g., dozers, loaders, graders, trucks).
- Utility locating rules, procedures and equipment.
- Using a forklift and an electric pallet jack.
- OSHA safety rules and safe working practices.

**Skill Requirements:**

Skilled in:

- Roofing repair and maintenance.
- Landscaping construction and maintenance.
- Operation of heavy and light construction equipment.
- Reading and interpreting blueprints and construction sketches.
- Proper loading and unloading of supplies, equipment and furniture.
- Interpersonal skills in working with staff, students, vendors and contractors.
- Written and oral communications.
- Math, pertinent to construction and building/site maintenance.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms				√
Climb or balance			√	
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.			√	
Up to 100 lbs.		√		
More than 100 lbs.		√		

**General Environmental Conditions:**

Work is performed under a variety of indoor and outdoor conditions. There are risks of electrical shock, slip and fall injuries, injuries from moving mechanical equipment and heavy lifting and exposure to outdoor weather conditions, disagreeable indoor climate conditions, loud noises, vibrations, fumes, airborne particles, toxic and caustic chemicals associated with the work.

**General Physical Conditions:**

Work can be generally characterized as:

**Heavy Work:** Exerting up to and over 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

<b>Vision Requirements:</b> Check box if relevant			Yes	No
Special vision requirements				√
Close Vision (20 in. of less)			√	
Distance Vision (20 ft. of more)			√	
Color Vision			√	
Depth Perception			√	
Peripheral Vision			√	

**Job Classification History:**

September 1978; updated March 7, 2022 DJS