

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: General Utility Worker – Security Maintenance – Full-Time
Prepared Date: 05/05/2016
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Maintenance & Operations Supervisor
Salary Range: Skilled Trades/General Utility – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The General Utility Worker-Security Maintenance is responsible for identifying potential problems regarding the welfare, safety, and/or security of district facilities; checking on alarm systems that are activated; providing temporary security for broken windows, doors, emergency utility shut-offs, etc.; communicating information and responding to inquiries. This position typically works evenings, weekends and/or holidays.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or GED;
- Two (2) years of experience in building maintenance and/or construction operations.
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must maintain a driving record that meets the standards of the District insurance policy
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Certifications in building maintenance and/or construction trades preferred.

SKILLS AND KNOWLEDGE:

- Proficiency with basic computer operations, such as email and work order systems.
- Ability to understand schematics, blue prints and floor plan drawings.
- Basic knowledge of utility shut off procedures.
- Ability to complete temporary building repairs utilizing various types of tools.
- Ability to work in low light conditions as needed.
- Ability to operate standard and automatic transmission vehicles.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Communicates with alarm system companies for the purpose of ensuring that the systems are functioning properly.
- Frequently works with hand and power tools, painting tools and ladders.
- Responds to alarms to determine approach necessary.

- Inspects various systems (e.g. air conditioning filters, smoke sensors, etc.) for the purpose of making temporary repairs as needed to ensure the security of District facilities.
- Makes emergency repairs (e.g. broken windows, doors, etc.) for the purpose of securing district facilities.
- Patrols all district facilities (e.g. grounds, roads, buildings, adjacent areas, etc.) for the purpose of maintaining security check, and deterring crime.
- Performs security checks at district schools and other facilities for the purpose of noting suspicious vehicles, suspicious people in vicinity of district facility, new graffiti, broken glass, etc.
- Prepares documentation (e.g. incident and activity reports, nightly logs, etc.) for the purpose of providing written support and/or conveying information.
- Provides special deliveries for Department and school sites as directed by supervisor for the purpose of ensuring the availability of items as needed.
- Resets security alarm systems for the purpose of making necessary repairs to system and ensuring that it is operable.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

NON-ESSENTIAL DUTIES:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Perform any and all other duties as assigned by the Maintenance and Operations Supervisor.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In a 7.5-hour workday, this job requires:

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| R – Rarely (Less than .5 hr per day) | O – Occasionally (.5 – 2.5 hrs per day) |
| F – Frequently (2.5 – 5.5 hrs per day) | C – Continually (5.5 - 7.5 hrs per day) |
| NA – Not Applicable | |

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet but can be noisy at times.