



Submitted For
 Approval: 7/16/2019
 Effective: 7/17/2019

JOB TITLE:	WORKER UTILITY
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	260 DAYS
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