

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

CLASS TITLES:     Utility Person

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible utility functions related to maintenance, cleaning, delivery, and record-keeping tasks in assigned departments/units. Performs all other essential job related duties as assigned. Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class is responsible for providing maintenance, custodial, and related assistance to a variety of departments/units as assigned including mailroom, warehouse, and conference facility.

ESSENTIAL AND TYPICAL DUTIES

Performs a variety of responsible maintenance, cleaning, and delivery duties as assigned

Picks up papers and debris; mows lawns, trims shrubs, rakes, sweeps, and vacuums grounds and walkways; replaces and installs sprinkler systems

Performs miscellaneous outdoor landscaping duties

May assist in setting up of conference room facility; picking up appropriate paper work, determining user's equipment/furniture needs, setting up lighting, public address system, audio visual equipment, staging, chairs, tables, and other Conference Center furnishings

May assist in sorting incoming/outgoing mail; determines and applies appropriate postage to letters/parcels

Performs custodial tasks including emptying trash receptacles, washing windows, cleaning restrooms, dusting and cleaning furniture

Sweeps, mops, strips, waxes, and buffs floors; vacuums and steam cleans carpets

May assist with warehouse/storekeeping duties including receiving, recording, unpacking, sorting, and storing materials, equipment, and supplies; filling requisitions and preparing orders for delivery

Delivers warehouse materials/equipment/supplies and delivers/picks up mailroom parcels and materials as assigned

Performs general maintenance tasks as assigned including painting, non-technical repairs, moving, arranging, and setting up furniture and equipment

Maintains routine files and records related to assigned duties and functions

Performs property inventory verification duties

Performs a variety of lower level duplicating/bindery worker tasks

Performs all other essential job related duties as required.

### EMPLOYMENT STANDARDS

#### Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirements.

#### Knowledge of:

Basic cleaning methods, materials, tools and equipment

Basic math

Basic safety precautions and procedures

Basic methods, materials, tools, and equipment used in custodial, garden and maintenance work

Vehicle operation and routine maintenance

#### Ability to:

Understand and follow oral and written instructions

Learn the proper, safe use and operation of equipment/chemicals used in the performance of custodial, maintenance, and warehousing duties

Learn to effectively set up and prepare a variety of lighting, furniture, and equipment used in a conference center facility

Learn, interpret, and apply postal regulations and rate structure

Learn basic computer skills

Learn basic warehouse/storekeeping procedures and practices

Maintain accurate records related to assigned duties

Meet the physical requirements necessary to safely and effectively perform required duties

Work at a pace appropriate for the given workload

Establish and maintain effective work relationships with those contacted in the performance of required duties

### TRAINING AND EXPERIENCE

Generally, the required knowledge and abilities will have been acquired during at least one year of related work experience in any one of the following operations support areas: custodial, maintenance, warehousing or general landscaping.

BARGAINING UNIT: Operations Support Services (OSS) Unit

**WORK ENVIRONMENT**: Indoor and outdoor work environment; subject to noise from equipment operation; regular exposure to fumes, dust and odors; subject to driving a vehicle to conduct work.

**PHYSICAL DEMANDS**: Lifting, carrying, and/or pushing objects up to 100 pounds; dexterity of hands and fingers to operate a variety of specialized equipment, hand and power tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally to shelve and retrieve items in high places; standing for extended periods of time; bending at the waist.

Personnel Commission Approval: 08/27/84

Revised: 1/86; 03/30/92; 10/27/92; 3/97; 05/22/03 (Added Restricted Class); 01/27/05; 02/08/12

Revised: 01/16/2013 (Restricted Class Removed)