



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Utility Maintenance Worker</b> <b>Sky Mountain Outdoor Education Center</b> <b>STEM/Educational Services</b>	<b>#2466</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Salary Schedule</b> <b>Range 28</b>	

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### **SUMMARY OF POSITION:**

Under direct supervision, the purpose of the position is to perform general utility work in connection with the building and grounds maintenance, basic grounds keeping, custodial duties, food service preparation and kitchen work at the designated site. Routine work is performed in accordance with established and well-known policies, practices, and procedures. Does related work as required. Meals are included when the program is in operation. At times it may be necessary to spend the night at camp due to inclement weather.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade. Possession of a valid Class C California driver's license and maintain a good driving record.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Prior grounds keeping, custodial, and building maintenance experience. Experience working in food services. Experience working in an outdoor parks and recreation setting. Possession of California Food Handler Card.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

#### *Knowledge of:*

- operation and use of hand tools, power tools, variety of kitchen appliances and food service equipment

#### *Ability to:*

- use materials and equipment and perform building and grounds maintenance work efficiently and safely
- understand and carry out oral and written instructions
- maintain cooperative relationships with those contacted during the course of work
- be flexible and receptive to change

#### *Possess:*

- an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Operate a variety of power and hand tools, including, but not limited to: electrical, plumbing, HVAC, flooring, roofing, gas repair, propane, well, septic, plumbing systems, welding and construction.
2. Perform general maintenance work on buildings, equipment, and furnishings.

3. Perform general grounds keeping work such as: trimming, raking leaves, removing fallen tree limbs, clearing trails, etc.
4. Perform general food preparation work such as: preparation of baked goods, assisting with food inventory, setting up food area and serving of food.
5. Operate trucks and other equipment (including snow equipment)
6. Serve as an assistant to maintenance, custodial and food service staff.
7. Operate a variety of kitchen appliances and food service equipment.
8. Clean, sanitize, maintain, and provide for the general upkeep of building facilities and grounds.
9. Clean, sanitize food preparation and storage areas, food containers and other food service equipment.
10. Assist with periodic inventories as required.
11. Drive a camp van/bus over designated routes to transport students and guests on various trips.
12. Report unsafe conditions and needed repairs to supervisor.
13. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, pull, lift and move objects up to 75 pounds shoulder height and occasionally lift in excess of 75 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones, office equipment and computer.

**WORK ENVIRONMENT:**

Employees in this position will be required to work mainly outdoors in an educational and standard environment located in the Sierra Nevada mountains. Work may involve exposure to cleaning chemicals and fumes and around a variety of power tools and equipment. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

**11/3/2021 final sc**