

Position:	General Utility
Term:	12 Months
Classification:	Classified/Non-exempt
Location:	District Wide
Qualifications:	High School Diploma or General Education Degree (GED) Valid Class B (Commercial) license with good driving record
Supervisory:	No
Reports to:	Supervisor of Utility, Director of Facilities

The responsibility of a General Utility employee performs general labor inside and outside of the District's facilities.

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Ability to read and interpret documents such as work orders, safety rules, operating and maintenance instructions, and procedure manuals.
- Write routine reports and correspondence.
- Ability to Add, Subtract, Multiply and Divide.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Pass a district written and physical test.
- Establish and maintain effective working relationships with students, staff and the community.
- Perform duties with awareness of all district requirements and Board of Education Policies.

### Essential Functions:

- Pick up, deliver, transport, and move materials, furniture, and equipment as directed.
- Assist skilled craft, custodians, and building engineers as directed.
- General labor and general maintenance duties as required, includes but is not limited to: operating a forklift, tractor/loader, mowers, dump truck, bush hugging, and bucket truck.
- Asphalt maintenance/ patching/ paint striping.
- Medium level building repairs including:
  - Drywall
  - Equipment
  - Doors
  - Windows
  - Paint
- Hang pictures, display boards, banners etc.
- Complete general work orders.
- Signage/ nametags/ engravings.
- Mowing.
- Repair and install playground equipment.
- Repair fences.
- Grounds maintenance.
- Brush removal.
- Pruning and cutting trees.
- Custodial tasks as directed.
- Snow removal.
- Fill in as a substitute bus driver.
- Assist in warehouse activities.
- Custodial assignments in office, restrooms, warehouse.
- Maintain good rapport with all manager and employees.
- Pickup and delivery of all school mail as needed.
- Relocate classrooms/teachers.
- Assist Food Service.
- Platforms and risers for special events.
- Unload delivery trucks.
- Organize and oversee auctions- 2-3 times a year.
- Carry out all other duties as assigned.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to handle, or feel objects, or controls, and talk or hear. Frequently, the employee is required to reach with hands and arms. Occasionally, this position requires the employee to sit. Often the employee must squat, stoop or kneel, reach above the head, and reach forward. Continuously the employee uses hand strength to grasp tools and

climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds. Occasionally the employee will lift and/or move up to 100 pounds. Sometimes the employee will push/pull items such as a pallet of supplies (2000 pounds) with the aid of a pallet jack or other equipment. Specific vision abilities required by this job include close visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. Occasionally, the employee may work with toxic or caustic chemicals, such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.