

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,

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