

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Utility Maintenance Employee**

**Purpose:**

The job of the Utility Maintenance Employee was established for the purpose/s of filling in for absent Facility Operation Managers and assisting the maintenance department in keeping the school district facilities in safe operating condition (e.g. performing a wide variety of maintenance activities: grounds, electrical, ventilating systems, alarms, boilers, plumbing, carpentry, etc.); addressing immediate operational and/or safety concerns; assisting skilled trades as assigned; and ensuring adequate materials are available to complete assignments in a timely manner.

**Reports to:**

The job of Utility Maintenance Employee is under the direct supervision of the Director of Facilities Management and the building administrator (as assigned).

**Essential Functions:**

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Provides information to administrators and staff for the direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities to ensure that the site is suitable for safe operations, is maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building site.
- Prepares site for daily operations as may be required (e.g. opening gates, raising flags, sweeping walkway, shoveling, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Prepares written/electronic materials (e.g. work orders, safety inspections, supply requisitions, inventory records, etc.) for the purpose of documenting activities and/or relating information to administration for action.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities throughout the day as needed.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial maintenance activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Demonstrates good judgment, trustworthiness, dependability, promptness, flexibility and emotional maturity.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.
- Assists maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Assists with the installation of system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.)
- Performs a variety of maintenance activities (e.g. carpentry, painting, etc.) for the purpose of completing projects within established time frames.
- Repairs a variety of furniture and building system components for the purpose of ensuring a safe working condition.

#### **Other Functions**

- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Collaborates with building administrator to conduct a variety of training and drills with students and staff (e.g. fire, intruder, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

#### **Minimum Qualifications:**

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in custodial/janitorial duties adhering to safety practices and having full operational knowledge of custodial/janitorial duties. In addition:

#### **Knowledge of:**

- Intermediate level computer skills (e-mail, Word, Excel, etc.)
- Operating equipment used in the installation, repair and maintenance of buildings
- Planning and managing projects
- Preparing and maintaining accurate records
- Proper methods, materials, tools, and equipment used in the electrical trade
- Appropriate safety precautions and procedures
- Methods of institutional cleaning but not limited to hard surface flooring and carpet
- Basic mathematics as needed for tradework
- Proper methods of storing equipment, materials and supplies
- Have general maintenance capabilities

**Ability to:**

- Plan, layout, and perform a wide variety of maintenance work, including estimating labor and materials of repairs and alterations
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skills
- Use a variety of tools and equipment utilized in the basic trade including voltmeter, ohmmeter, soldering equipment and other power tools
- Perform preventative maintenance and routine servicing of equipment
- Read and work from blueprints, shop drawings, and sketches
- Communicate effectively both orally and in writing with diverse groups
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Meet schedules and time lines
- Maintain routine records
- Observe legal and defensive driving practices
- Adapting to changing work priorities
- Lift and carry 80 pounds
- Willingly except direction to perform a variety of tasks
- Demonstrate good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity
- Have the physical dexterity to climb ladders
- Perform work in troubleshooting, design, diagnosis, repair, modernization, and maintenance
- Operate lifts, skip loader, and related construction equipment
- Establish and maintain effective working relationships with those contacted in the course of work

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak English effectively with staff, students, and community members.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. Employee must be able to lift and carry 80 pounds, be able to lift and empty full mop buckets and be able to empty a 44-gallon trash bin into a dumpster. The job is performed at times under extreme temperature variations and in all weather conditions.

**Experience:** Any combination of education, training, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Job related experience within specialized field is required.

**Education:** High School diploma or equivalent

**Certificates & Licenses:** Possess a valid Illinois driver's license.

**Performance Responsibilities**

The specific duties and responsibilities of the Utility Maintenance Employee shall be to:

- Manage the physical operation of the building to which assigned;

- Maintain all areas of the interior of the building to which assigned;
- Maintain all areas of the exterior of the building and grounds to which assigned, including grass, trees, shrubs, and playground equipment;
- Be responsible for the security of district facilities;
- Move furniture, supplies, and miscellaneous equipment as needed;
- Remove snow and ice as needed;
- Maintain high-quality standards in housekeeping for both inside and outside work areas;
- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Oversee the work of all custodians assigned to the building and provide feedback to the Facilities Management Office;
- Train and instruct custodial personnel as needed;
- Develop work schedules for the building to cover various scenarios as needed;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Report injuries, accidents, and illness (absences) of custodians to the building administrator;
- Provide input in the evaluation process for custodians assigned to the building site;
- Communicate effectively with district personnel;
- Perform preventative maintenance and perform preventive maintenance;
- Assist maintenance staff with general maintenance responsibilities
- Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment;
- Operate a district vehicle observing traffic laws and using defensive driving practices;
- Perform technical and mechanical building and grounds repairs and construction as directed to maintain the district's physical facilities;
- Keep district vehicles clean and in good running condition;
- Note and report all items that require repair in the course of work;
- Perform other duties as assigned.

**FLSA Status:** Non-Exempt