

# UTILITYPERSON

**Division: 2 (Maintenance)**

**Reports to: Maintenance Supervisor**

## **Job Summary**

With regular direction by a Crew Chief, the Utilityperson performs a variety of manual and semi-skilled tasks relating to grounds and building maintenance. He/she works cooperatively with other employees, students and the public.

## **Duties and Responsibilities**

- Operates grounds maintenance equipment, such as gang mowers, tractors, and sweepers.
- Performs landscaping duties such as planting, liming, fertilizing and pruning.
- Performs sports field maintenance including marking fields and tracks, moving goal posts and fencing.
- Mixes and places (pours) concrete.
- Hauls equipment and furniture, such as stages, risers, chairs and towelling.
- Repairs and maintains equipment including small engine repair, minor body work and blade sharpening
- Performs parking lot maintenance including sweeping, asphalt repair, placing barricades and weed control
- Installs, inspects and maintains playground and gymnasium equipment.
- Inspects, maintains and keeps records on school district fire extinguishers and WCB related health and safety equipment such as first aid kits and eyewash stations.
- Performs manual tasks such as digging, raking and loading.
- Reports work completed including time and materials used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

## **Tools and Equipment Used**

Hand tools, air tools, power tools, ladder, chain hoist, scaffolding, truck, aerial bucket, mower, tractor, sweeper, blade sharpener

## **Required Knowledge, Ability, Skills**

- Completion of Grade 10 or equivalent
- A valid B.C. Class 5 Driver Licence
- Basic knowledge of and skill in the effective and safe operation and routine maintenance of the equipment used.
- Knowledge of health and safety practices, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.

- Good health and strength sufficient to perform the required manual tasks.
- Ability to work in confined areas and at heights.
- Ability to use courtesy and tact in explaining, exchanging data or information in contact with public, parents, staff and students.
- Ability to effectively communicate both verbally and in writing
- Ability to perform individually and as part of a team.
- Ability to plan and schedule work and organize the workload effectively.

Originated: July 1, 1994  
Reviewed: April 4, 2014  
Utilityperson