

Alpena Public Schools Employee Job Description

Position Title: **Utility Unit Director**
 Department: District Operations
 Reports To: Supervisor of Buildings, Grounds and Maintenance
 Prepared By: Mary Lyon Date: September 17, 2021

Location: Building Level

Unit/Group: Non-Union

FTE: 1.0

Job Classification: Hourly Administrative Support

SUMMARY: To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times. To direct the utility groups and work with and in support of the Supervisor of Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Estimates material and labor for carpentry repair and/or new projects and performs rough/finish work as necessary.
- Accurately orders and accounts for material and labor relative to an assignment.
- Maintains all safety and code requirements of State, local and Board of Education guidelines.
- Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools and equipment.
- Performs maintenance and repair of underground sprinkler systems along with turf fields.
- Performs welding and metal cutting with torches for repair and new construction.
- Performs general maintenance on or performs new construction as it relates to ceilings, tile, carpet, drywall, electrical, plumbing, concrete, masonry, windows/doors, hardware, insulation, rough and finish carpentry, furniture design and construction, and building exteriors.
- Performs minor repairs to HVAC equipment.
- May be required to be on 24-hour call.
- Capable of performing all duties of Maintenance – Utility A and B positions.
- Conducts routine and periodic inspections of schools and facilities.
- Directs the work of Utility A and B units, summer help and paint crew.
- Monitors and responds to Building Automation System, sets schedule as needed.
- Plows snow and salts as needed.
- Responds to all work orders in a timely manner.
- Reviews email communications regularly and responds as needed.
- Regular and reliable attendance.
- Must follow all District policies.

SUPERVISORY RESPONSIBILITIES: Maintenance - Utility A and B position, summer help and paint crew.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED), at least 5 years of experience in commercial construction/maintenance preferred. Qualification in one or more areas covered by local building codes preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license with good driving record. Class II Asbestos Floor Training, along with Class III Initial Asbestos Training. Journeyman carpenter preferred.

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 effectively before small groups of employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as flow rates, electrical loads, length, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to read measuring devices necessary in the performance of the job.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to read blueprints and commercial electrical and plumbing schematics. Ability to pass a district written and physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle; or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on 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 lbs. such as a tool box. Occasionally the employee will lift and/or move up to 90 lbs. such as motors. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates I have received a copy of this job description.

Signature

Date