Notice of Posting  
March 2, 2020  
AFSCME Internal/External

POSITION: Utility Custodial / Utility Driver

WORK YEAR: Year Round Employee

START DATE: Approximately March 30, 2020

REPORTS TO: Director of Operations and Transportation and Director of Food Service

PAY: $13.71 to $15.04 per hour

REQUIREMENT RANGE: High School graduate/GED  
Professional attitude in dealing with students, staff, fellow workers and general public.  
Possession of, or ability to obtain, valid Michigan Chauffeur’s License  
Ability to follow both written and oral instructions  
Well organized and self-motivated.

RESPONSIBILITIES: Drives delivery vehicle for purpose of transporting school mail, food and other essentials to all building and facilities within the district.

DEADLINE FOR APPLICATION: Internal: March 10, 2020 no later than 3:00 pm  
External: March 10, 2020 no later than 4:00 pm

APPLICATION: Internal Candidates  
Robin Beyer  
Director of Human Resources  
rbeyer@ioniaschools.org

External Candidates  
Apply electronically at the link below  
IONIA PUBLIC SCHOOLS

Job Description

NAME: __________________________________________________

Title: Utility Custodial/Utility Driver

Reports To: Director of Operations and Transportation and Director of Food Service

Employment: Year Round Employee

Employee Classification: AFSCME $13.71-$15.04 hourly 7:00 am to 3:30 pm

Qualifications:

a. High School Diploma/GED
b. Professional attitude in dealing with students, staff, fellow workers and general public.
c. Possession of, or ability to obtain, valid Michigan Chauffeur’s License
d. Ability to follow both written and oral instructions
e. Well organized and self-motivated.

General Description: Drives delivery vehicle for purpose of transporting school mail, food, and other essentials to all building and facilities within the district.

Funding Sources: General and Food Service

Essential Functions:

1. Ability to regularly lift up to 75 pounds and periodic lifting up to 100 pounds.

2. Follows delivery schedule as developed by Director of Food Service.

3. Completes deliveries in a timely and efficient manner.

4. Delivers mail bags and other essential materials from Administration Offices to other district facilities and back to Administration Offices.

5. Delivers food to other district buildings including schools and contracted facilities.

6. Adheres to any schedule changes made by either Director of Food Service or Director of Operations and Transportation.

7. Maintains safe driving record.
8. Responsible for cleaning warehouse, stocking and delivering supplies as needed to all building and facilities.

9. Checks delivery vehicle daily and reports repair needs to the Bus Garage Mechanics.

10. Delivery vehicle must be kept clean and sanitized at all times.

11. Perform minor utility custodial /maintenance requests.

12. Perform grounds/maintenance staff duties as needed.

13. Responsible for reporting to Director of Operations and Transportation and Director of Food Service any noticeable maintenance concerns while traveling between buildings and facilities.

14. Any other duties as assigned.
IONIA PUBLIC SCHOOLS

JOB DESCRIPTION

Title: Utility Custodial/Utility Driver

Staff Member: 

Assignment:

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

__________________________  ____________________________
(Superintendent or designee)  (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

__________________________  ____________________________
(Signature)  (Date)