

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
UNIVERSAL SUPPORT STAFF**

DEFINITION:

Under minimal supervision of the Director of Maintenance, Operations, and Transportation, the Universal Support Staff will perform semi-skilled or unskilled tasks in the upkeep and repair of district facilities and grounds and be responsible for keeping the buildings and grounds clean, orderly, properly maintained and in compliance with District, County, State and Federal requirements.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Responsible for the overall maintenance and cleanliness of TCDE properties.
- Coordinate and assist trade skills such as minor building and related equipment repairs.
- Light touch-up painting.
- Remove graffiti.
- Do regular and routine maintenance of all equipment.
- Empties waste receptacles, washes walls and windows.
- Washes, scrubs and disinfects restrooms as needed.
- Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
- General clean-up of all areas on campus to ensure a safe environment.
- May assist with campus security.
- Locks or secures doors and windows; opens classrooms for authorized personnel.
- May order, pick up, and deliver materials, equipment, and supplies used in the work.
- Sets up and dismantles chairs and tables for various school events.
- Replaces light bulbs and other lighting fixtures.
- May check appliances and equipment as to operational safety.
- Reports fire, sanitation or other hazards to proper sources.
- Other duties as assigned.
- Drive frequently for department business.

QUALIFICATIONS and REQUIREMENTS:

- High school education or equivalent.
- Valid California Driver's License and evidence of insurance.
- One year of practical experience in custodial, building maintenance and/or grounds desirable.
- First Aid Certificate preferred.
- Other certifications may be required and obtained to meet requirements.

KNOWLEDGE OF and ABILITY TO:

- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and write routine reports and correspondence.
- Speak effectively before small groups.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.
- Apply common sense and understanding to carry out instructions furnished in written, oral, and diagram form.
- Safely operate and carefully maintain mechanical and power equipment.
- Make minor building and structural repairs.
- Ability to keep regular schedules and perform special tasks as assigned.
- Ability to develop effective working relationships with students, staff, and the school community.
- Communicate clearly and concisely, both orally and in writing.
- Perform duties with awareness of all district requirements and board policies.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear. 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 climb ladders. The employee will frequently bend or twist 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 75-100 pounds such as cleaning supplies, pails, and when unloading trucks. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
- The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.