## **TITLE**

# **Utility Specialist**

# **QUALIFICATIONS**

- 1. Minimum of high school diploma or equivalency;
- 2. Special skills related to the maintenance of building/work sites including HVAC units, electrical and plumbing equipment;
- 3. Work Experience in the maintenance of facilities; and
- 4. Meets health and physical requirements.

## **JOB GOALS**

To maintain the Huntland School site in excellent condition; and

To help maintain the HVAC units, electrical and plumbing equipment at Huntland School in a condition of operating excellence so that full use of them may be made at all times.

#### **ESSENTIAL FUNCTIONS**

- 1. Inspect machinery for defects in accordance with building codes;
- 2. Repair and maintain machinery, plumbing, and electrical wiring fixtures in accordance with building codes;
- 3. Install electrical equipment and repair or replace wiring and fixtures in accordance with building codes;
- 4. Perform air conditioning and refrigeration repairs in accordance with building codes;
- 5. Perform preventive maintenance to equipment in accordance with building codes;
- 6. Care for the tools, equipment, and material under their supervision, seeing that they are stored properly, clean and in good condition;
- 7. Know and follow all safety rules and proper procedures associated with the responsibilities of the job; and
- 8. Perform other work-related duties as assigned by the Maintenance Supervisor, School Principal and/or Director of Schools.

## PHYSICAL DEMANDS

This job may require lifting of objects that exceed seventy-five (75) pounds, with frequent lifting and/or carrying of objects weighing up to fifty (50) pounds. Other physical demands that may be required are as follows:

- 1. Lifting, carrying, pushing and/or pulling
- 2. Climbing and/or balancing
- 3. Stooping, kneeling and/or crawling
- 4. Reaching
- 5. Talking
- 6. Hearing
- 7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

- 1. Vocational education
- 2. Apprentice training

- 3. On-the-job training4. Essential experience

## **TEMPERAMENT (Personal Traits)**

- 1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- 2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- 3. Adaptability to dealing with people.
- 4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

- 1. <u>Intelligence:</u> The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- 2. <u>Spatial:</u> Ability to comprehend forms in space and understand relationships of plane and solid objects.
- 3. <u>Form Perception:</u> To make visual comparisons and discriminations and see slight differences in shapes and shadings.
- 4. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.

#### WORK CONDITIONS

Experiences some physical discomfort due to exposure to weather conditions and dust.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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