



**Centralia School District
Job Description
Utility Worker**

Reports to: Director of Transportation

Location: Transportation

Bargaining Unit: Public School Employees

FLSA Status: Non-Exempt

Job Summary:

The job of Transportation Utility Position is done for the purpose of performing support services for the mechanics and bus garages at all cooperative buildings. These tasks include: fueling buses; washing and deep cleaning buses, cleaning up mechanic's work areas, ground and maintenance and custodial duties.

Required Qualifications:

- High School Diploma or equivalent
- Initiative and ability to work independently, or in a team capacity; with sound judgment and ability to stay motivated with limited supervision oversight.
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to pass random drug testing.
- Possession of a Washington State CDL with Passenger and School Bus endorsements or the willingness to obtain one within six months of employment (employer will provide training)
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- One or more years work experience in school, institution, or industrial setting related to custodial duties
- Successful experience using cleaning agents, supplies and equipment; ability to perform basic math to calculate accurate dilution of cleaning agents.
- Working knowledge of tools and equipment as required for maintenance and custodial tasks
- Working knowledge of, or experience in general care of floors, building grounds and interior/exterior building structures
- Ability to speak Spanish
- Experience working with people from diverse backgrounds

Essential Functions:

- Performs regular inside maintenance tasks including but not limited to mopping, stripping floors, waxing floors; cleaning windows, walls, restrooms, etc., for the purpose of maintaining a sanitary, safe, and attractive work environment
- Paints various surfaces including but not limited to buildings, parking areas, etc., for the purpose of maintaining facilities in a safe, comfortable, and operating condition
- Maintains landscaping and related areas including but not limited to lawns, shrubbery, flowers, fences, storm drains, etc., for the purpose of preserving grounds in a healthy, attractive, and safe condition
- Washes and fuels all vehicles for the purpose of maintaining appearance, sanitation, and safety of vehicles
- Works collaboratively and respectfully with other personnel
- Drives school buses on a routes or special trips in the event of an emergency, for the purpose of providing relief for regular bus drivers
- Attends meetings as appropriate or directed
- Assists other personnel as appropriate or directed
- Other duties as assigned

Salary:

\$20.81 - \$25.60 per hour, depending on qualifications

Work schedule:

Eight hours per day, 260 days per year

Benefits:

15 paid holidays; 12 sick leave days; 3 personal days; 11 vacation days (increases to 16 days after five years of continuous employment and 21 days after 10 years); health benefits including medical, dental, vision, life insurance, and long-term disability insurance; State retirement; other fringe benefits as outlined in the [Public School Employees' Collective Bargaining Agreement](#).

Application Procedures:

Anyone interested in this position should apply through www.edjobsnw.org AND submit a letter of interest to Gibb Kingsley, Director of Transportation at gkinglsey@centralia.wednet.edu. Current employees of Centralia School District need only to send a letter of interest to Gibb Kingsley.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.					X
Lift/push/pull/carry objects 11-20 lbs.					X
Lift/push/pull/carry objects 21+ lbs.				X	
Standing up to one hour at a time				X	
Standing up to two hours at a time				X	
Standing for more than two hours at a time				X	
Stooping and bending					X
Ability to reach and grasp objects					X
Manual dexterity or fine motor skills					X
Ability to communicate orally					X
Ability to hear					X
Proofreading and checking documents for accuracy				X	
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts		X			
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				X	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions				X	
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls				X	
Operating school buses, light and heavy-duty trucks & automobile and/or vans				X	