

Wednesday, March 27, 2019
JOB BID #28 Mechanic/Utility Worker (8 hrs/day)

Title: Mechanic/Utility Worker

Classification: Maintenance

Immediate Supervisor: Director of Operations

Replaces Steve Smith- resignation

Job Summary: This position is responsible for maintaining District vehicles, equipment, and grounds.

Hiring Specifications:

Education

- High school diploma or equivalency

Certification

- State of Iowa CDL with air brakes (or obtain within 60 days)
- State of Iowa Pesticide Applicators license (or obtain within 90 days)

Experience

- Related experience and/or training, preferred
- Experience operating heavy equipment (such as backhoe, forklift, loader, large mowing equipment, dump truck, etc.), preferred

Skills, Knowledge & Abilities

- Good organizational and time management skills
- Ability to maintain confidentiality
- Ability to read, write and communicate verbally
- Ability to perform math operations with units such as cup/pint/quart, inch/foot/yard, ounce/pound
- Ability to read meters, gauges and recording devices and log information
- Ability to mix, sort, fold or stack items
- Ability to place/remove items from shelves at varying heights
- Ability to move knobs, buttons or switches
- Ability/agility to climb ladders, stairs, scaffolding, ramps, stoop or kneel
- Ability to establish and maintain a positive working atmosphere
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, use appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to work independently and in a team environment
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Clean driving record/ability to be insured as a driver on district liability insurance

Technology Requirements

- Ability to access email and attachments and respond electronically as necessary

Supervision of Others:

- N/A

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Personal Contacts:

- District staff
- Students
- City and county employees
- Community members

Job Duties:

1. Mows lawns and field areas. Trims and edges around walks, fences, flower beds, and walls.
2. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches or twigs.
3. Sprays lawns, fence lines, curbs, sidewalks, shrubs, and trees with approved chemicals.
4. Rakes and bags leaves.
5. Cleans grounds and removes litter.
6. Shovels snow from walks and driveways. Plows snow as directed.
7. Spreads salt or sand on public passageways to prevent ice buildup.
8. Plants grass, flowers, trees, and shrubs.
9. Repairs or constructs fences, gates, walls, and walks.
10. Cleans out drainage ditches and culverts.
11. Sharpens tools such as weed cutters, mower blades, edging tools and shears.
12. Repairs equipment, such as lawn mowers, spreaders, line cutters, chain saws and snow removal equipment, district vehicles and heavy equipment.
13. Operate garbage truck and dump truck as assigned
14. Performs other duties as assigned.

Physical Requirements:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting			X	
D.	Bending/Stooping/Kneeling/Crawling				X
E.	Pushing/Pulling				X
F.	Reaching				X
G.	Climbing/Steps (includes ladders)			X	
H.	Driving			X	
I.	Lifting/Carrying				
	Up to 100 pounds				X
	More than 100 pounds			X	
J.	Talking/hearing				X
K.	Using hands/fingers				X
L.	Working Conditions				
	-Inside		X		
	-Outside				X
	Extremes in temp/humidity			X	

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Additional physical requirements: Ability to lift/carry awkward shaped and sized items; in/out of cab and back of truck continuously (van driver assignments); ability to maintain balance on tailgate/back of truck, loading dock and uneven ground; work around fork lifts/pallet jacks/vehicles/machines with moving parts/moving objects; exposure to gas, humidity, sewage, dampness, cleaning products/chemicals/pesticides, explosive environments and airborne dust; slippery or uneven walking surfaces.

Additional requirements: Successful completion of post-offer drug screening and physical as well as background check.

Terms of Employment: Twelve month assignment per Board policy and administrative guidelines. Must be able to work first or second shift, holidays and weekends.

Date Last Revised: 3/27/19

Persons bidding on this position must discuss job requirements with Marty Metcalf.
Complete the job bid process by visiting: <http://www.waterlooschools.org/hrs/afscme-job-openings>

CLOSING DATE: Wednesday, April 3, 2019