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Class Specifications for the Class:UTILITY WORKERDuties Summary:

Performs heavy lifting and other strenuous tasks as a major assignment; performs janitorial, grounds keeping and simple building maintenance repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class is located within a unit which provides centralized support services to other organizational units within an agency or department. The work involves the performance of heavy lifting of furniture and equipment as a major work assignment; and operating a light truck to pick up and deliver supplies, equipment and tools and transport fellow workers. In addition, a position in this class may perform a variety of janitorial, grounds keeping and minor maintenance/repair work in situations where janitorial/custodial staff normally assigned to maintain the particular facility/school is insufficient, due to the extensive nature of clean-up, or the urgency of repair required resulting from events such as vandalism, fire, flood, storms and hurricanes. Such work tasks include: (1) cleaning places and equipment which are not easily accessible; (2) operating heavy-duty industrial cleaning equipment; and (3) performing simple building maintenance and repair work not calling for a trade skill.

Examples of Duties:

Performs heavy manual laboring tasks such as lifting, loading and moving furniture, equipment, tools, supplies and other materials; dismantles and assembles shelving, counters and bookcases and other types of furniture; operates a light truck to transport supplies, equipment and fellow workers; operates heavy-duty cleaning equipment such as vacuum cleaners, scrubbing machines, floor polishers and high power sprayers; cleans buildings, offices, lavatories and other facilities using acid and solvent-type cleaners; operates a power saw to cut and remove fallen branches and debris; makes minor maintenance repairs not requiring a trade skill such as boarding up broken windows and doors, securing loose boards, and tightening leaking faucets and pipes; hangs and removes curtains and draperies; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; cleans, mops, disinfects and services lavatories and restrooms; mops and waxes floors; arranges chairs, tables and other furniture for scheduled activities; may remove spots and stains from carpets or operates a shampoo machine to clean carpets; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple

repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other facilities and equipment; operates grounds maintenance equipment such as lawn mowers, power and hand clippers, and trimmers.

Knowledge and Abilities Required:

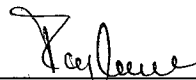
Knowledge of: Cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools.

Ability to: Understand and follow oral and written instructions; perform heavy lifting, moving or other manual work typical of the class; clean and make minor maintenance and repairs to buildings, grounds and other facilities; operate heavy industrial-type cleaning equipment; operate hand and power equipment; operate a light truck; deal tactfully with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class UTILITY WORKER by the Department of Education Civil Service system.

DATE APPROVED: OCT 31 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources