

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

OFFICE UTILITY WORKER

DEFINITION:

Works under general supervision to perform a variety of tasks to include providing delivery service, distributing office supplies and materials, arranging and setting up meetings and conference rooms, and performing other duties as assigned in general office support to the Marin County Office of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Operates a County Vehicle to receive and distribute mail and other materials and supplies between various County schools locations and supporting organizations;
- Performs routine service for various assigned vehicles;
- Sorts, distributes, and processes incoming and outgoing mail, preparing packages for shipment as required. Operates postage meter, and other equipment as required;
- Operates coffee machines and other kitchen equipment, as required;
- Sets up and arranges rooms for various meetings and conferences held at the Marin County Office of Education. Facilitates set-up for all meeting and presenter needs, locating and delivering requested materials (extension cords, white board/dry erase/eraser, easel/pads, podium, microphone, projection screen), and furniture; unloading/loading presenter materials, and making adjustments in lighting and heating, when requested;
- Acts as a welcoming ambassador to MCOE presenters and participants, identifying facility amenities (bathrooms, coffee machine set up, kitchen, extra parking, emergency exits and recycling) and maintains general cleanliness of areas in use, restocking necessary supplies throughout the day;
- Raises and lowers flag;
- Locks or unlocks doors, windows, and gates; arms or disarms alarms;
- Restocks paper supplies throughout building and maintains various lunch room equipment;
- Moves and sets up files, and other office materials, supplies, or equipment;
- Maintains general cleanliness of storeroom, shipping & receiving, and other designated work areas;
- Reports safety, sanitary, and fire hazards as observed;
- Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Education:

No special educational requirements. Must possess a valid California Driver License.

Experience:

Requires experience gained through job training or on work related to job training, the total is normally up to and including three months.

KNOWLEDGE OF:

- Routine office procedures;
- Basic safety precautions and procedures;
- Identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal;
- Least toxic practices in the management of pests;
- Proper lifting techniques;
- Principles of cooperation with other workers.

ABILITY TO:

- Utilize technology (email, texting) for efficient off-site communication; navigate, retrieve, report, and record information in electronic work order and timesheet systems;
- Interact with other employees and visitors in a cooperative and positive manner;
- Operate basic office and maintenance equipment;
- Understand and carry out written and verbal directions;
- Safely operate assigned vehicles, including possessing a valid CA Driver License.

SKILLS IN:

Language Skills:

- Ability to read and comprehend instructions, memos, notes, labels, signs;
- Ability to write simple notes;
- Oral communication skills to communicate effectively with Marin County Office of Education personnel, administrative staff, students, and the general public, demonstrating tact, diplomacy and sensitivity to individual concerns.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication and division using whole numbers.

Reasoning Ability:

- To apply common sense understanding to carry out simple instructions;
- To deal with standardized situations with only occasional variables.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk and hear;
- Uses hands to finger, handle, grip, or feel;
- Continuous use of arms raised in an unsupported position lifting or holding materials;

- Physical stamina to continuously stand and walk throughout the work day with intermittent periods of vigorous physical exertion;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, or sit;
- Frequently lifts over 25 pounds and, occasionally, up to 60 pounds inclusive, or the equivalent pushing or pulling;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Regularly works in indoor or outdoor environmental conditions;
- Occasionally works at a computer for short periods;
- Occasionally works with factors which may include exposure to one or more factors: noise, dust, fumes, heat, or cold.

031219 -- Labor Grade 4, Salary Range 30 -- OFFICE UTILITY WORKER