

# TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Serving the El Rancho Unified School District and Whittier Union High School District

# Job Posting

Posted: 8/1/24



Prepares Students for  
College AND Careers

WASC Accredited

## UTILITY WORKER Part-Time

**Organization:** **Tri-Cities ROP**  
*Career Technical Education*  
Whittier, CA

**Work Hours & Salary:**

Weekdays Monday thru Friday

2 hours each day, 6:00-8:00am

10 hours a week, 12 months per year

\$23.41 to \$29.89 hourly

**Start Date:** **Immediate Opening**

**Application Instructions:** Apply on [www.edjoin.org](http://www.edjoin.org) and search **TRI-CITIES ROP**.

**Education and Experience:** Any combination equivalent to graduation from high school and two years of general maintenance experience. Valid California driver's license.

**Primary Function:** Under the direction of the Director of Programs, Technology, and Operations, the Utility Worker is primarily responsible for performing maintenance and custodial duties.

**Working Conditions:**

Indoor and outdoor work environment; regular exposure to noise, dust, dirt, oil/grease; seasonal heat and cold or adverse weather conditions; lifting, carrying, pushing or pulling heavy objects.

**Representative Duties**

- Clean and sanitize offices in building.
- Vacuum carpet and empty and clean waste receptacles.
- Thoroughly clean and sanitize two restrooms.
- Mop and wax floors in office and classrooms as needed.
- Sweep outside building and wash down sidewalks.
- Pick up paper and other debris from grounds and buildings.
- Adjust and arrange furniture and equipment; set up facilities for special events and meetings if needed.
- Take routine care of custodial equipment and materials.
- Replace lights, adjust shades or blinds or adjust desks and other furniture.
- Report minor repairs such as torn carpet, broken hardware as discovered.
- Other duties as assigned.

**Knowledge/Skills/Abilities**

- Skills in methods, equipment, materials, and terminology used in general maintenance work.
- Skills in safety practices including safe practices involving cleaning products.
- Excellent communication skills, both written and spoken
- Superior customer service skills.
- Maintain cooperative and effective working relationships with others – interpersonal skills using tact, patience, and courtesy; work independently with minimal direction.
- Meet schedules and timelines.
- Understand and follow oral and written directions.