

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT  
Human Resource Division

**IMS/UTILITY PERSON**  
Job Description

**JOB SUMMARY:**

Under supervision of the Director of Maintenance and Operations, to receive, store, and distribute a variety of supplies, materials, furniture and equipment, and to do related work as required.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Follow oral and written directions and to keep simple records;
- Follow a prescribed routine independent of close supervision and ability to exercise sound judgment in knowing when to refer questions to higher authority for decision;
- Perform heavy physical labor including lifting fifty (50) pounds;
- Obtain and maintain California Driver's license issued by the California Department of Motor Vehicles;
- Maintain automobile insurability under the District's insurance policy;
- Work independently;
- Maintain cooperative and positive relationships with those contacted in the course of work;
- Represent and support the District in conversations with the public.

*Knowledge of:*

- Basic computer keyboard skills.

*Education:*

- Any combination equivalent to graduation from high school.

*Experience:*

- One (1) year of experience in warehousing, storekeeping, messenger, instructional material processing or related work.

**ESSENTIAL FUNCTIONS:**

- Performs manual and clerical duties in the central warehouse;
- Operates light vans as required;
- Assures that work areas are maintained in a clean, safe and orderly manner;
- Assists in filling orders for supplies and preparing for shipment to the location in the District;
- Performs heavy physical labor including lifting in excess of fifty (50) pounds;
- Delivers inter-office mail;
- Assists in receiving cafeteria shipments;
- Assists in processing shipments;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Performs other related tasks as required.

**LICENSES**

Possession of an appropriate California Driver’s license issued by the California Department of Motor Vehicles. Must maintain insurability under the District’s insurance policy.

**WORKING CONDITIONS**

- Work includes indoor and outdoor environments;
- Lifting, bending, and pushing;
- Frequent walking, frequent standing for long periods of time;
- Frequent handling of light to heavy supplies, furniture and equipment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 7  
Employment: 12 month employee

***Board Approved: January 8, 2013***