

UTILITY TEAM MEMBER (U-TEAM)
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Shift Supervisor

PRIMARY RESPONSIBILITIES:

The job of Utility Team Member was established for the purpose/s of ensuring the timely and accurate completion of special setups for the numerous campus functions, i.e., graduations, guest speaker events, sports events, departmental and student functions and activities, moving of equipment and furniture, and the proper completion of all assigned work orders, in support of all campus needs and initiatives.

Additionally, providing maintenance and housekeeping services as needed and/or assigned; assisting in a wide variety of maintenance and housekeeping activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A High School diploma or G.E.D., and over 18 years of age
- Job related experience is required
- Perform set ups and breakdowns for special events
- Basic knowledge and understanding of audio/visual equipment set up
- Follow and complete the school's daily, weekly, bi-weekly, monthly and quarterly maintenance and cleaning schedules
- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner
- Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently
- Maintains assigned vehicles, tools and equipment for the purpose of ensuring availability in safe operating condition
- Performs a wide variety of general and semi-skilled maintenance and housekeeping activities (e.g. carpentry, painting, electrical, snow removal, plumbing, HVAC, cleaning, carpet extraction, bonnet cleaning, sweeping, dust mopping, damp mopping, buffing etc.) for the purpose of completing projects within established time frames
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns
- Restock maintenance & housekeeping supplies
- Reports suspicious and/or illegal activities
- Communicate equipment and/or facilities repair needs to shift supervisor
- Frequently lifting and/or moving up to 50 pounds is required and lifting and/or moving up to 100 pounds is required occasionally
- Works from ladders, scaffolding and aerial work lift.

ADDITIONAL REQUIREMENTS:

- Effective written and oral communication skills commensurate with the responsibilities of the position
- Ability to follow oral and written instructions
- Must have effective organizational, problem solving, and time management skills
- Energetic and self-motivated
- Flexibility and patience is desired
- Have the flexibility to work in areas outside your assigned areas of responsibility, as directed by a supervisor. Individuals may be assigned duties in Maintenance, Housekeeping or Grounds on a temporary basis.
- Must be flexible to work overtime, weekends and other shifts as needed
- Ability to establish and maintain working relations with supervisors, co-workers, faculty and staff
- Reliable transportation
- Ability to estimate and request supplies and materials when needed
- Assist in inventory control
- Perform other duties as assigned by the supervisor or Director of Facilities

Candidates interested in applying for the Utility Team position should send a resume and letter of interest via email to the following:

Director of Facilities and Maintenance

Mike Basham

mbasham@louisvillecollegiate.org