

Notice of Public Meeting
December 2, 2014
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - November 4, 2014

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
- B. Administration
- C. Employees
- D. Citizens

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. Satellite Kitchen Operator
 2. Director of Fiscal Services
 3. Instructional Assistant – Special Education
 4. Instructional Assistant – Instrumental Music
- B. Approval of *Revised/Updated Job Descriptions Original and Draft*:
 1. Campus Security Staff
 2. Campus Security Lead
 3. Instructional Assistant – Physical Education
 4. Building Trades Technician – Electrician
 5. Build Trades Technician – Plumber

IV. MEETING SCHEDULE

1. Schedule meetings for 2015

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

November 4, 2014

The meeting was called to order at 8:33 a.m.

Attendees:

Commissioners: Charles Southey and Vida Holguin

Absent: Cynthia Strand

District Staff: Carolyn Seaton, Executive Director, Human Resources,
Monica Ford, HR and Anna Frankel, HR

CSEA Representatives: None

Employees: None

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Mrs. Seaton stated that yesterday, November 3rd, 2014 the District settled with MBUTA and that she hopes to meet soon with CSEA to start negotiations. She also stated that Monday, November 10, 2014 will be a Classified Employee Professional Development day; the District is offering a CPR class at Mira Costa High School.
- C. Employees: None
- D. Citizens: None

II. ACTION ITEMS

- A. Approval of Minutes
 - 1. October 07, 2014 - Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
 - 2. October 16, 2014 - Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
 - 3. October 28, 2014 - Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
- B. Approval of Eligibility List- Human Resources Technician
 - 1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

III. MEETING SCHEDULE

1. Next regular meeting is December 2, 2014, 8:30am at District Office 1st floor conference room.

IV. ADJOURNMENT-The meeting was adjourned at 8:38a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
SATELLITE KITCHEN OPERATOR 1
Written Test Date 9/30/14 and 10/28/14 Oral Test Date 11/17/14**

No.	First	Last	Written	Written @ 50%	App	App @ 10%	Perf	Perf @ 15%	Oral	Oral @ 25%
PROMOTIONAL										
1	Donna	Lipari								
2	Yvonne	Wilson								
OPEN										
3	Kara	Watkins								

Scoring:

Written: 50%
App/Resume: 10%
Technical Exam 15%
Oral Exam 25%

Type of Exam:

() Open
() Open & Promotional
() Promotional

Personnel Commission

Eligibility List

Director of Fiscal Services

Test Date 11/17/14 Oral Interviews 11/17/14

No.	First	Last	Written	Written @ 60%	Oral	Oral @ 30%	App	App @ 10%	Prom/Vet	Overall	Status
Open											
1	Arleta	Ilyas									
2	Steven	Rabas									
3	Thoraia	Soliman									
4	Arjay	Mohindra									

Scoring:

Written: 60%

Oral: 30%

App: 10%

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Ongoing**

Overall	First	Last	Contact #	Written	Written @ 40%	Oral	Oral @ 40%	App
1	Raymond	Barnes						
2	Precious	Clark						
3	Kailee	Wright						
4	Lisa	Arevalo						
5	katelyn	rotondo						
6	zareena	amirzai						
7	Timothy	Lucas						
8	Tracie	Smith						
9	Rae'Shonda	Levingston						
10	Ellie	Saraipour						
11	Tara	Davis						
12	Merica	Graham						
13	Sean	Clinton						
14	Devan	Leslie						
15	Edgar	De La Torre						
16	Rocquel	Jeter						
17	Wendy	Jimenez						

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA - INSTRUMENTAL MUSIC**

Written Exam: 11/13/14 Performance Exam: 11/17/14 Oral Exam: 11/20/14

No.	First	Last	Written	Written @ 30%	Perf.	Perf. @ 40%	Oral	Oral @ 20	App	App @ 10%	Prom/Vet
OPEN											
	Matthew	Stickman									
	Ruriko	Matthews									
	Joseph	Cooper									
	Philasean	Benjamin									

Scoring:

Written: 30%
Performance: 40%
Oral: 20%
App: 10%



MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CAMPUS SECURITY STAFF

ORIGINAL

DEFINITION

Under the general supervision of the school administrator(s), the campus security staff patrols campus buildings, fields, grounds and parking areas to enforce school rules; maintains a safe school environment and protects the safety and security of students, staff and property; and makes recommendations on security operations and procedures.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Supervises and monitors all student activities before, during and after school including athletic and co-curricular events, snack and lunch time activities. E
 - Supervises and maintains order throughout all campus facilities, hallways, restrooms. E
 - Maintains order and performs other assigned duties in the cafeteria and/or outside eating areas and throughout the campus. E
 - Renders first aid in an emergency. E
 - Reports details of all accidents of any kind to a school administrator, principal or school office manager in order that a complete accident report will be prepared according to District regulations. E
 - Knows and follows the established procedures in case of accidents or injuries. E
 - Provides student and staff escort as directed. E
 - Maintains constant radio communication. E
 - Is alert to safety factors throughout the campus and reports unsafe conditions to supervisor. E
 - Under administrator's supervision, questions students on safety, security and compliance with school rules. E
 - Intervenes when pupils do not comply with school rules, in accordance with principal/teacher direction, e.g., through conflict resolution techniques, loss of privileges, or referral. E
 - Prevents unlawful entry and exit. E
 - Patrols campus on foot (including parking lots) to check for unauthorized persons and unsecured facilities, to prevent disruptive activities, property damage, and theft. E
 - Questions strangers on campus and offers assistance as appropriate. E
 - Inspects grounds and facilities for proper security and alarm operations. E
 - Contacts appropriate administrators and law enforcement for support. E
 - Responds to alarms and assists in investigation of suspected criminal incidents. E
 - Confers with staff, students and law enforcement on security issues. E
 - Reports and records incidents of student misbehavior, theft and accidents. E
 - Cooperates with security team in the identification of threats and problem areas, adjusts routes/times as necessary. E
 - Remains current in security techniques, safety and school rules. E
- * **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid and appropriate California Driver’s License or California identification
Possession of valid First Aid and CPR certificates. (Training provided by MBUSD following
employment.)

SKILLS

Ability to speak a language in addition to English is desirable.
Ability to operate basic 2-way radio. E

ORIGINAL

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none">• District and school rules related to student behavior, school security, access and conduct on school grounds• Crowd control and intervention techniques• Conflict resolution techniques• Investigative and reporting procedures• Cultural differences and principles of good public relations• Record keeping and reporting, especially on-campus incidents	<p>Ability to:</p> <ul style="list-style-type: none">• Use good judgment when intervening in student behavior• Remain calm and objective in stressful and dangerous situations• Recognize illegal activities, controlled substances and weapons• Remember names, faces, behavior patterns and retain facts• Write basic reports• Recognize potentially dangerous situations and alert supervisor• Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community• Speak clearly and communicate tactfully with students, faculty, staff and community• Understand and carry out oral and written instructions• Take appropriate action to break up fights for self-protection and protection of others• Work nights and weekends as necessary• Perform CPR and simple first aid
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TRAINING AND EXPERIENCE

Prior campus supervision or experience in security work, law enforcement or closely related field is desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

ORIGINAL

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read</p> <p>Observe activities for potential dangers</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Respond and alert students and staff</p> <p>Perform duties in crowded situations</p>
<p>Speech:</p> <p>Speak with a level of proficiency, clarify and volume to be understood in face-to-face public contact and at a distance of 50 feet</p>	<p>To perform tasks such as to:</p> <p>Maintain safety and crowd control</p>
<p>Upper Body Mobility:</p> <p>Manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms outward and upward</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Perform first aid, write reports</p> <p>Perform CPR, apprehend or subdue persons as appropriate</p> <p>View from different angles</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain</p> <p>Climb stairs</p> <p>Bend at waist</p>	<p>To perform tasks such as to:</p> <p>Patrol campus</p> <p>Lift and move objects</p>

<p>Stamina:</p> <p>Walk or stand for extended periods of time</p> <p>Climb flights of stairs</p> <p>Run quickly for brief spurts</p>	<p>To perform tasks such as to:</p> <p>Patrol campus</p> <p>Intervene in urgent situations</p>
<p>Smell:</p> <p>Distinguish strong odors</p>	<p>To perform tasks such as to:</p> <p>Detect presence of controlled substances</p>
<p>Environmental Requirements:</p> <p>Exposure to sun, rain, wind</p> <p>Work independently</p>	<p>To perform tasks such as to:</p> <p>Supervise students out of doors</p> <p>Complete tasks without immediate supervision</p>
<p>Mental Requirements:</p> <p>Read, write, understand and interpret</p> <p>Judgment</p> <p>Learn quickly and follow procedures</p>	<p>To perform tasks such as to:</p> <p>Read manuals and policies, write reports</p> <p>Work with students, staff and community</p> <p>Comply with District standards</p>

ORIGINAL

Other Conditions of Continued Employment:

- Communicate clearly in written and oral English
- Participate in employer mandated training and retraining programs
- Comply with District dress standard
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

MINIMUM QUALIFICATIONS

High School graduation or equivalent is required.

REPORTS TO: Principal or designee

Approved by Personnel Commission: 9/8/97
 Approved by Board of Trustee: 9/24/97

DRAFT



Manhattan Beach
Unified School District

CAMPUS SECURITY STAFF

Department/Division:	Operations and Related Classes
Reports To:	Site Administrator
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	July 9 , 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 9

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the site administrator or assigned administrator, maintains and promotes a safe and secure environment for staff, students, visitors and property on a secondary school campus; enforces District rules and regulations related to the use of facilities, buildings and grounds; patrols campus buildings, locker rooms, fields, grounds, and parking areas to enforce school rules; provides a preventative presence and facilitates communications between students and school staff to enhance understanding and promote a safe and secure environment. General direction, supervision, and evaluation are provided by an assigned site administrator.

DISTINGUISHING CHARACTERISTICS

The Campus Security Staff position is the first in a two-level career path encompassing school campus security and promoting positive student behaviors. The incumbent must be current in security techniques, safety and school rules. Campus Security Staff must work cooperatively and productively with a diverse population of internal and external staff, students, visitors, and community members. Campus security assigned to the boys' locker room will be a male employee; campus security assigned to the girls' locker room will be a female employee.

ESSENTIAL DUTIES AND REPSONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Campus Security Lead; maintains constant radio communication
- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities and promote a safe and secure environment

- Supervises and monitors all student activities before, during and after school including athletic and co-curricular events, snack and lunch time activities
- Observes student behavior, recognizing potential for physical confrontations or violence; mediates to prevent violence; detains and escorts students to the appropriate administrator when necessary
- Performs patrol of school buildings, including locker room facilities, grounds, and parking areas to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts
- Checks and secures doors, rooms and buildings and safeguard equipment; opens and closes campus gates, locker rooms, lockers and classrooms as needed; inspects for vandalism, illegal entry, theft and fire
- Insures safe and secure locker room facilities; assists in the management of student lockers, reports misuse of; assures that non-authorized students are kept out of locker area
- Patrols campus on foot (including parking lots) to check for unauthorized persons, including students, and unsecured facilities, to prevent disruptive activities, property damage, and theft
- Provides appropriate leadership for students to earn their respect and cooperation in following directions and school rules; works with students to enhance positive behavior; assists in providing support network for students
- Facilitates communication between and among students, school and District officials and staff, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment
- Reports details of all accidents of any kind to a site administrator or school office manager in order that a complete accident report will be prepared according to District regulations; knows and follows the established procedures in case of accidents or injuries
- Responds to emergencies or contacts emergency agencies according to established guidelines; renders first aid in an emergency
- Confers with a wide variety of individuals concerning student conduct; assists students with special needs; intervenes when pupils do not comply with school rules, in accordance with site administrator/teacher direction, e.g., through conflict resolution techniques, loss of privileges, or referral; responds to teacher request for assistance in the classroom
- Observes and checks students or visitors who appear to be loitering and are out of class and determines appropriate action; identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, alcohol, weapons and takes appropriate action
- Observes and reports hazards or activities which might endanger students or personnel
- Assists site administrator(s) to conduct searches according to established District procedures; assists site administration, other campus security staff and law enforcement personnel in investigation and apprehension of persons committing rule or law violations
- Confers with site administration, staff, students and law enforcement on security issues; identifies threats and problem areas; adjusts routes/times as necessary
- Performs a variety of routine clerical work involving recordkeeping, telephone and preparing reports involving student referrals, crimes or incidents and accidents; writes clear and concise reports of incidents
- Remains current in security techniques, safety and school rules
- Perform related work as assigned

QUALIFICATIONS

DRAFT

Knowledge of:

- Crisis prevention and intervention skills
- District organization and school rules related to student behavior, school security, access and conduct on school grounds
- Basic law enforcement, surveillance, security and safety procedures
- Crowd control and vehicle control procedures and intervention techniques
- Investigative techniques and reporting procedures
- Record keeping techniques; basic math skills; sufficient writing skills to prepare incident reports
- Principles of radio voice communications
- Operate standard office equipment, including a computer and assigned software, and iPads, preferred.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Behavior, needs and characteristics of adolescents
- Behavior management strategies and techniques including conflict resolution
- Sufficient interpersonal skills to deal with normal and possible confrontational situations, influence, student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling; interpersonal skills using tact, patience and courtesy
- CPR/First Aid preferred
- AED (Automatic Electronic Defibrillator) machine usage preferred

Ability to:

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Learn, interpret, explain, and apply District rules, regulations, policies, and procedures governing student behavior on school properties
- Work independently and collaboratively with limited supervision; respond to emergencies
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations
- Use good judgment when intervening in student behavior; be a positive role model to students
- Remain calm and objective in stressful and dangerous situations; respond appropriately to emergencies
- Recognize illegal activities, controlled substances and weapons
- Remember names, faces, behavior patterns and retain facts
- Recognize potentially dangerous situations and alert site administrator(s)
- Conform to uniform code or dress standard
- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Speak clearly and communicate tactfully and respectfully with students, faculty, staff and community
- Understand and carry out oral and written instructions in English; write reports in English
- Ability to speak, read, and write in English

- Be flexible and adapt positively to change
- Handle student problems with patience and tact; use positive reinforcement to help build students' self-esteem; maintain confidentiality
- Use appropriate defense measures to protect self or others in adverse situations
- Prepare descriptive reports and maintain records of problems or situations requiring intervention
- Operate a basic 2-way radio
- Work nights, weekends and holidays as necessary
- Perform CPR and simple first aid
- Use AED (Automatic Electronic Defibrillator) machine appropriately
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, required. Additional coursework or training in psychology, criminal justice, and education for the adolescent and special needs students, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Prior campus supervision or experience in security work, law enforcement or closely related field is desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification
Possession of valid First Aid and CPR certificates(Training provided by MBUSD within five (5) months following date of hire)
Attend blood-borne pathogen training
Attend Automatic Electronic Defibrillator (AED) machine training (Training provided by MBUSD within five (5) months following date of hire)
Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 Carolyn to look into
Maintain current required licenses and certificates
Ability to speak Spanish, preferred

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate a 2-way radio, objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on an occasional basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand or walk for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb stairs, and ramps of one or more stories above the ground. Employee must be able to run to respond to emergency situations. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to listen, to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee will occasionally deal with dissatisfied or quarrelsome individuals, including students and parents, intervene in fights and confrontations, and other emergency situations.

WORK ENVIRONMENT

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

Employees work in an indoor environment, including damp or wet areas, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are occasionally subject to exposure to hazardous materials, fumes, and dust; exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor. The noise level is usually moderate, but occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ORIGINAL

CAMPUS SECURITY LEAD

DEFINITION

Under the general supervision of the high school administration, the campus security lead assists in planning, organizing and coordinating the campus safety and security program; supervises, trains and directs security personnel; patrols campus buildings, fields, grounds and parking areas to enforce school rules; maintains a safe school environment and protects the safety and security of students, staff and school property; makes recommendations on security operations and procedures. *Incumbents serve as "lead worker" over other security personnel, however, they are not assigned formal supervisory responsibilities.*

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Assists administration in the operating procedures for security personnel. E
- Provides liaison between administration and security personnel. E
- Assists in the preparation of work schedules, deployment and coordination of campus security personnel. E
- Provides guidance and training to security personnel especially in the areas of approaching unauthorized persons, maintaining order, investigation and observation techniques and use of equipment. E
- Assumes a leadership role during emergencies. E
- Exercises correct judgment in the application of Federal and State laws, District policies and School rules. E
- Coordinates with School Resource Officer and local law enforcement when appropriate. E
- Patrols campus, including parking lot, on foot to check unauthorized persons and unsecured facilities, to prevent disruptive activities, property damage, and theft. E
- Reports unsafe situations.
- Inspects grounds and facilities for proper security and alarm operations.
- Contacts appropriate administrator and law enforcement for support. E
- Responds to alarms and assists in investigation of suspected criminal incidents. E
- Confers with staff, parents, students and law enforcement on security issues. E
- Maintains files and records of incidents, student behavior, theft and accident reports. E
- Reviews records to assist in the identification of threats and problem areas, adjusts routes/times as necessary, adjusts schedules according to security personnel availability, student activities, holidays and assigns personnel to shift and routes. E
- Remains current in security techniques, school rules. E

* **Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

Certification of completion of Police Officer Standards and Training is desirable in accordance with Section 832 of the Penal Code.

SKILLS

- Ability to operate a motor vehicle and safety equipment
- Ability to speak a language in addition to English is desirable
- Ability to operate hand tools is desirable

ORIGINAL

QUALIFICATIONS

Knowledge of: <ul style="list-style-type: none">• District and school rules related to student behavior, school security, access and conduct on school grounds• Laws of arrest, search and seizure and evidence• California law relating to minors• Crowd control and intervention techniques• Conflict resolution techniques• Investigative procedures• Cultural differences and principles of good public relations• Record keeping and reporting• Simple maintenance procedures	Ability to: <ul style="list-style-type: none">• Use good judgment in the control of student behavior• Maintain objectivity in stressful and dangerous situations• Recognize illegal activities, controlled substances and weapons• Remember names, faces, behavior patterns and retain facts• Write concise and descriptive reports• Analyze potentially dangerous situations and take appropriate action• Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community• Plan and organize work for self and others• Speak clearly and communicate tactfully with students, faculty, staff and community• Understand and carry out oral and written instructions• Use physical restraint to break up fights and for self-protection and protection of others• Work nights and weekends as necessary• Perform CPR and simple first aid
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TRAINING AND EXPERIENCE Two years of experience in security work, law enforcement or closely related field. Experience in a lead or supervisory role is highly desirable.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read and research</p> <p>Observe activities for potential dangers</p> <p>Observe activities for potential dangers</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance of exposure to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Respond and alert students and staff to danger</p> <p>Perform duties in crowded situations</p>
<p>Speech:</p> <p>Speak with a level of proficiency, clarity and volume to be understood in face-to-face public contact and at a distance of 50 feet</p>	<p>To perform tasks such as to:</p> <p>Maintain safety and crowd control</p>
<p>Upper Body Mobility:</p> <p>Manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Perform first aid, write reports</p> <p>Perform CPR, apprehend or subdue persons as appropriate</p> <p>View from different angles</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain</p> <p>Climb stairs</p> <p>Bend at waist</p>	<p>To perform tasks such as to:</p> <p>Patrol campus</p> <p>Lift and move objects</p>
<p>Strength and Agility:</p> <p>Possess sufficient strength, agility and training</p>	<p>To perform tasks such as to:</p> <p>Intervene in physical altercations or threats to student/staff safety</p>
<p>Stamina:</p> <p>Walk or stand for extended period of time</p> <p>Climb flights of stairs</p> <p>Run quickly for brief spurts</p>	<p>To perform tasks such as to:</p> <p>Patrol campus</p> <p>Intervene in urgent situations</p>

Smell:	To perform tasks such as to:
Distinguish strong odors	Detect presence of controlled substances
Environmental Requirements:	To perform tasks such as to:
Exposure to sun, rain, wind	Supervise students out-of-doors
Work independently	Complete tasks without immediate supervision
Mental Requirements:	To perform tasks such as to:
Read, write, understand and interpret	Read manuals and policies
Judgment	Write reports
Learn quickly and follow procedures	Work with students, staff and community
	Comply with District standards

Other Conditions of Continued Employment:

- Communicate clearly in written and oral English
- Obtain and maintain licenses in current status
- Participate in training
- Conform to a uniform code or dress standard
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

MINIMUM QUALIFICATIONS

High school graduation or equivalent is required. Additional training and college level course work in law enforcement are desirable.

REPORTS TO: Principal or designee

Date approved by Personnel Commission: 10/28/96

Date approved by Board of Trustee: 11/13/96

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

ORIGINAL

INSTRUCTIONAL ASSISTANT, PHYSICAL EDUCATION

DEFINITION – Under supervision, to assist teachers in physical education activities and instruction; to work with students individually and in groups in accordance with instructions; to assist in preparing, distributing, storing, and accounting for all equipment; to maintain and respect requirements of student confidentiality; to perform routine clerical duties; and to perform related work as required.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Set up equipment for P.E. activities. E
- Supervise and encourage student’s development of skills. E
- Account for all equipment. E
- Maintain routine records (exclusive of assigning student grades).
- Order equipment, when necessary.
- Perform first aid, as needed.
- Maintain order and discipline students when necessary. E
- Supervise locker room. E
- Monitor progress of students and discuss with teacher. E
- Assist students with special needs. E
- Perform related duties as assigned. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Practical learning patterns and behavior; • Elementary concepts of child and adolescent development and of the respective behavior characteristics; • General needs and behavior of students at the elementary level; • Correct English usage, spelling, grammar and punctuation; • Children’s recreational activities, games, and sports; • Physical education procedures and equipment; • Basic record-keeping techniques; • Appropriate safety precautions and procedures. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate with students and motivate them to participate in P.E. activities; • Learn to reinforce teaching or to assist students who have special needs by watching teachers or specialists; • Learn and adapt to new procedures and conditions; • Apply knowledge and practices with judgement; • Recognize hazards to safety; • Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned; • Maintain accurate records; • Supervise students during physical education activities;
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	<ul style="list-style-type: none"> • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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ORIGINAL

TRAINING AND EXPERIENCE – Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is paid or unpaid experience working with children in a recreational or physical education environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which can be corrected)</p> <p>Read small print</p> <p>See small objected at a distance of 25'</p> <p>Walk over uneven terrain</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Maintain accurate records</p> <p>Retrieve equipment</p> <p>Perform duties on courts and fields</p> <p>Supervise students</p>
<p>Hearing: (which can be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Responds to emergency situations</p> <p>Supervise groups of children</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p> <p>Speak with a level of proficiency and volume to be understood in conditions of high noise level</p>	<p>To perform tasks such as to:</p> <p>Discipline students</p> <p>Guide student activities</p>

<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward; use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Lead and participate in games</p> <p>Store and retrieve equipment</p> <p>Supervise students</p> <p>Participate in games</p>
<p>Lower Body Mobility:</p> <p>Bend at waist, crawl, stoop</p> <p>Stand for prolonged periods of 50 minutes</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Participate in games and sports</p> <p>Supervise students</p> <p>Participate in games and sports</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Set up equipment</p>
<p>Stamina:</p> <p>Run quickly for brief spurts and participate in rigorous exercise</p>	<p>To perform tasks such as to:</p> <p>Participate in activities</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions and high noise level</p> <p>Exposure to sun and wind without effective protection, work around dirt/dust, and work outside</p> <p>Work cooperatively with others</p>	<p>To perform tasks such as to:</p> <p>Supervise students</p> <p>Supervise outdoor activities</p> <p>Plan and coordinate P.E. activities</p>
<p>Mental Requirements:</p> <p>Read and write at a simple level essential for successful job performance</p> <p>Math skills at basic level</p> <p>Coordinating</p> <p>Judgement</p>	<p>To perform tasks such as to:</p> <p>Maintain basic records</p> <p>Maintain equipment inventory</p> <p>Plan activities with teachers</p> <p>Avoid hazards to safety; select age/ability appropriate activity</p>

ORIGINAL

Learn quickly and follow written/verbal procedures and standards	Assist teachers with activities
Process information quickly and make quick decisions	Work safely and effectively with students
Listen	Understand questions and concerns of students
Demonstrate	Model techniques for P.E. activities
Give verbal/written instructions	Supervise and discipline students

ORIGINAL

Other Conditions of Continued Employment:

- Speak English at a conventional level
- Use personal automobile in the course of employment (some positions)
- Provide proof of automobile insurance which conforms to district requirements (some positions)
- Participate in employer-mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements



Manhattan Beach
Unified School District

CAMPUS SECURITY LEAD

DRAFT

Department/Division:	Operations and Related Classes
Reports To:	Site Administrator
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	July 15, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 23

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under the general supervision of the site administrator or assigned administrator, the Campus Security Lead assists in planning, organizing and coordinating the campus safety and security program; supervises, trains and directs security personnel; patrols campus buildings, locker rooms, fields, grounds and parking areas to enforce school rules; maintains a safe school environment and protects the safety and security of students, staff and school property; makes recommendations on security operations and procedures. General direction, supervision, and evaluation are provided by an assigned site administrator.

DISTINGUISHING CHARACTERISTICS

The Campus Security Lead position is the second in a two-level career path encompassing school campus security and promoting positive student behaviors. The incumbent must be current in security techniques, safety and school rules. The Campus Security Lead must work cooperatively and productively with a diverse population of internal and external staff, students, visitors, and community members. The Campus Security Lead requires demonstrated skills in leading a small team, participating in staff development on conflict resolution, and establishing and monitoring student behavioral objectives. The incumbent serves as “lead” over other security personnel, however, the Campus Security Lead is not assigned formal supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists administration in the operating procedures for security personnel
- Provides liaison between administration and security personnel

- Communicates on a daily basis with the site administrator(s); maintains constant radio communication
- Reviews camera for campus incidents
- Assists in the preparation of work schedules, deployment and coordination of campus security personnel
- Provides guidance and training to security personnel especially in the areas of approaching unauthorized persons, maintaining order, investigation and observation techniques and use of equipment
- Exercises correct judgment in the application of federal and state laws, District policies and school rules
- Coordinates with School Resource Officer and local law enforcement when appropriate
- Patrols campus on foot (including parking lots and locker facilities) to check for unauthorized persons, including students, and unsecured facilities, to prevent disruptive activities, property damage, and theft
- Inspects grounds and facilities for proper security and alarm operations
- Contacts appropriate administrator and law enforcement for support
- Responds to alarms and assists in investigation of suspected criminal incidents
- Confers with staff, parents, students and law enforcement on security issues
- Maintains files and records of incidents, student behavior, theft and accident reports
- Reviews records to assist in the identification of threats and problem areas, adjusts routes/times as necessary, adjusts schedules according to security personnel availability, student activities, holidays and assigns personnel to shift and routes
- Remains current in security techniques, school rules
- Facilitates communication between and among students, school and District officials and staff, security personnel, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment
- Assumes a leadership role in responding to emergencies or contacts emergency agencies according to established guidelines; renders first aid in an emergency
- Observes and reports hazards or activities which might endanger students or personnel
- Assists site administrator(s) to conduct searches according to established District procedures; assists site administration, other campus security staff and law enforcement personnel in investigation and apprehension of persons committing rule or law violations
- Performs a variety of routine clerical work involving recordkeeping, telephone and preparing reports involving student referrals, crimes or incidents and accidents; writes clear and concise reports of incidents
- Remains current in security techniques, safety and school rules
- Perform the full range of duties of the Campus Security Staff
- Perform related work as assigned

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, city, county and District laws, rules and regulations
- School Safety Plans
- Crisis prevention and intervention skills
- District organization and school rules related to student behavior, school security, access and conduct on school grounds
- Basic law enforcement, surveillance, security and safety procedures

- Crowd control and vehicle control procedures and intervention techniques
- Investigative techniques and reporting procedures
- Record keeping techniques; basic math skills; sufficient writing skills to prepare incident reports
- Principles of radio voice communications
- Operate standard office equipment, including a computer and assigned software, and iPads, preferred.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Knowledge of behavior, needs and characteristics of adolescents
- Knowledge of behavior management strategies and techniques including conflict resolution
- Sufficient interpersonal skills to deal with normal and possible confrontational situations, influence student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling; interpersonal skills using tact, patience and courtesy
- CPR/First Aid preferred
- AED (Automatic Electronic Defibrillator) machine usage preferred

Ability to:

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Learn, interpret, explain, and apply District rules, regulations, policies, and procedures governing student behavior on school properties
- Work independently and collaboratively with limited supervision; respond to emergencies
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations
- Use good judgment when intervening in student behavior; be a positive role model to students
- Remain calm and objective in stressful and dangerous situations; respond appropriately to emergencies
- Recognize illegal activities, controlled substances and weapons
- Remember names, faces, behavior patterns and retain facts
- Recognize potentially dangerous situations and alert site administrator(s)
- Conform to uniform code or dress standard
- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Speak clearly and communicate tactfully and respectfully with students, faculty, staff and community
- Understand and carry out oral and written instructions in English; write reports in English
- Ability to speak, read, and write in English
- Be flexible and adapt positively to change
- Handle student problems with patience and tact; use positive reinforcement to help build students' self-esteem; maintain confidentiality
- Use appropriate defense measures to protect self or others in adverse situations
- Prepare descriptive reports and maintain records of problems or situations requiring intervention
- Operate a basic 2-way radio
- Work nights, weekends and holidays as necessary

- Perform CPR and simple first aid
- Use AED (Automatic Electronic Defibrillator) machine appropriately
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, required. Additional coursework or training in psychology, criminal justice, and education for the adolescent and special needs students, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Two (2) years experience in campus supervision or experience in security work, law enforcement or closely related field is desirable. Experience in a lead or supervisory role is highly desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification
Possession of valid First Aid and CPR certificates
Attend blood-borne pathogen training
Attend Automatic Electronic Defibrillator (AED) machine training (Training provided by MBUSD within six (6) months following date of hire)
Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 preferred
Maintain current required licenses and certificates
Ability to speak Spanish, preferred

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate a 2-way radio, objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on an occasional basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand or walk for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb stairs, and ramps of one or more stories above the ground. Employee must be able to run to respond to emergency situations. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee will intervene in physical altercations or threats to student/staff safety, and other urgent or emergency situations. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to listen, to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee will occasionally deal with dissatisfied or quarrelsome individuals, including students and parents.

WORK ENVIRONMENT

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

Employees work in an indoor environment, including damp or wet areas, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are occasionally subject to exposure to hazardous materials, fumes, and dust; exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical tasks and activities. The noise level is usually moderate, but occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

ORIGINAL

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT, PHYSICAL EDUCATION

DEFINITION – Under supervision, to assist teachers in physical education activities and instruction; to work with students individually and in groups in accordance with instructions; to assist in preparing, distributing, storing, and accounting for all equipment; to maintain and respect requirements of student confidentiality; to perform routine clerical duties; and to perform related work as required.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Set up equipment for P.E. activities. E
- Supervise and encourage student's development of skills. E
- Account for all equipment. E
- Maintain routine records (exclusive of assigning student grades).
- Order equipment, when necessary.
- Perform first aid, as needed.
- Maintain order and discipline students when necessary. E
- Supervise locker room. E
- Monitor progress of students and discuss with teacher. E
- Assist students with special needs. E
- Perform related duties as assigned. E

* Tasks statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none">• Practical learning patterns and behavior;• Elementary concepts of child and adolescent development and of the respective behavior characteristics;• General needs and behavior of students at the elementary level;• Correct English usage, spelling, grammar and punctuation;• Children's recreational activities, games, and sports;• Physical education procedures and equipment;• Basic record-keeping techniques;• Appropriate safety precautions and procedures.	<ul style="list-style-type: none">• Communicate with students and motivate them to participate in P.E. activities;• Learn to reinforce teaching or to assist students who have special needs by watching teachers or specialists;• Learn and adapt to new procedures and conditions;• Apply knowledge and practices with judgement;• Recognize hazards to safety;• Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned;• Maintain accurate records;• Supervise students during physical education activities;

ORIGINAL

	<ul style="list-style-type: none"> • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE – Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is paid or unpaid experience working with children in a recreational or physical education environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which can be corrected)</p> <p>Read small print</p> <p>See small objected at a distance of 25'</p> <p>Walk over uneven terrain</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Maintain accurate records</p> <p>Retrieve equipment</p> <p>Perform duties on courts and fields</p> <p>Supervise students</p>
<p>Hearing: (which can be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Responds to emergency situations</p> <p>Supervise groups of children</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p> <p>Speak with a level of proficiency and volume to be understood in conditions of high noise level</p>	<p>To perform tasks such as to:</p> <p>Discipline students</p> <p>Guide student activities</p>

<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward; use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p> <p>Twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Lead and participate in games</p> <p>Store and retrieve equipment</p> <p>Supervise students</p> <p>Participate in games</p>
<p>Lower Body Mobility:</p> <p>Bend at waist, crawl, stoop</p> <p>Stand for prolonged periods of 50 minutes</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Participate in games and sports</p> <p>Supervise students</p> <p>Participate in games and sports</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Set up equipment</p>
<p>Stamina:</p> <p>Run quickly for brief spurts and participate in rigorous exercise</p>	<p>To perform tasks such as to:</p> <p>Participate in activities</p>
<p>Environmental Requirements:</p> <p>Constant work interruptions and high noise level</p> <p>Exposure to sun and wind without effective protection, work around dirt/dust, and work outside</p> <p>Work cooperatively with others</p>	<p>To perform tasks such as to:</p> <p>Supervise students</p> <p>Supervise outdoor activities</p> <p>Plan and coordinate P.E. activities</p>
<p>Mental Requirements:</p> <p>Read and write at a simple level essential for successful job performance</p> <p>Math skills at basic level</p> <p>Coordinating</p> <p>Judgement</p>	<p>To perform tasks such as to:</p> <p>Maintain basic records</p> <p>Maintain equipment inventory</p> <p>Plan activities with teachers</p> <p>Avoid hazards to safety; select age/ability appropriate activity</p>

Learn quickly and follow written/verbal procedures and standards	Assist teachers with activities
Process information quickly and make quick decisions	Work safely and effectively with students
Listen	Understand questions and concerns of students
Demonstrate	Model techniques for P.E. activities
Give verbal/written instructions	Supervise and discipline students

Other Conditions of Continued Employment:

- Speak English at a conventional level
- Use personal automobile in the course of employment (some positions)
- Provide proof of automobile insurance which conforms to district requirements (some positions)
- Participate in employer-mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements



Instructional Assistant – Physical Education

Department/Division:	Instructional Support & Related Classes
Reports To:	Assigned Administrator/Assigned Teachers
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	August 14, 2004
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 11

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned administrator and general direction of certificated teacher(s) at the elementary and secondary schools, provides instructional support and assistance to teachers and students in physical education and recreational activities and instruction; performs routine clerical duties; assists in the preparation of instructional materials; and performs other related work as required. Work direction, oversight and guidance are received from the certificated teacher and the site administrator. General direction, supervision, and evaluation are provided by the site administrator.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant—Physical Education is distinguished by the assignment of duties in the area of working with students in the Physical Education program. Incumbents assist teachers in an assigned physical education program; work with students individually and in groups in accordance with instructions; assist in preparing, distributing, storing, and accounting for all equipment; maintain and respect requirements of student confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides instructional support and assistance to teachers and students assigned to a designated physical education program; assists individual or small groups of students with physical education and specific instructional tasks; reinforces instruction as directed by the teacher.
- Assists in the preparation, presentation and implementation of lesson plans for physical education; assists teacher with lesson plan related matters.

Instructional Assistant—Physical Education

- Assists teacher with organizing and directing sports, games, exercises and recreational activities; oversees students at play, exercising and in other physical activities.
- Performs physical education activities and exercises with students; performs demonstrations and ensures student understanding of sports, games, exercise and other physical activities.
- Ensures student understanding of rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Reinforces instruction to students with non-severe disabilities, including language, communication and behavioral problems; confers with teachers concerning programs and materials to meet the individual needs of special education students.
- Observes and controls behavior of students according to established policies and procedures; monitors and interacts/facilitates with students during physical education and recreational activities, group and other activities as assigned; monitors and reports progress regarding student performance and behavior.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner; cleans, sets up, and sets out athletic equipment and other materials; communicates issues regarding students to the appropriate authority; responds to emergency situations for unique student problems.
- Performs a variety of clerical duties in support of physical education activities such as preparing, typing, duplicating and filing instructional materials; documenting student progress by correcting assignments, collecting data and recording and charting functional curriculum-based measurements.
- Operates a variety of athletic and office equipment such as, but not limited to copiers, overhead projectors, paper cutters, laminators, computers and assigned software, IPADS, preferred.
- Confers, as needed, with teachers concerning student needs; alerts teacher to any special problems or information concerning students.
- Maintains the confidentiality of student records and information according to established guidelines.
- Attends assigned meetings, trainings, conferences and staff development.
- Administers first aid and CPR upon completion of certification.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Basic knowledge of the principles and practices of age appropriate student development and guidance applicable for an educational setting, including those relating to special education dealing with physical, and/or learning challenges
- Physical education procedures, equipment, and related activities
- Safe practices in physical education activities
- Basic sports, exercises and other physical activities of a school physical education program
- Basic positive behavior intervention techniques; appropriate student conduct
- Operation of athletic equipment
- Basic knowledge of teaching and instruction and behavior modification techniques and strategies
- Basic clerical and record keeping processes
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Basic knowledge of computers, technology, multimedia, software applications, and physical education equipment to support learning, record information, and send communications.
- Safe practices in classroom and outdoor activities
- First aid and CPR procedures
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Requires the ability to perform all essential duties of the position with general supervision at an assigned school site
- Assist a certificated teacher with implementation of instructional goals and recreational activities for physical education, including addressing the needs of Special Education students
- Assist in the preparation of instructional materials
- Perform physical education activities and exercises with students
- Assist students with developing independence and self- help skills
- Monitor, observe and report student behavior and progress according to approved policies and procedures
- Operate athletic equipment
- Basic math skills
- Assist in the supervision of students in the classroom and outdoors
- Recognize and effectively assist in responding to emergency and/or hazardous conditions
- Follow safety procedures
- Respect the confidential nature of student records and reports; refrain from discussing student's problems outside of the classroom.
- Establish positive communication with students and maintain patience and tact in working with all students
- Perform routine clerical work related to physical education activities, including typing, filing and duplicating materials; maintain accurate records
- Understand and carry out oral and written instructions
- Read, write, and communicate in English.
- Operate standard office and classroom equipment, including a computer and assigned software, and iPads, preferred
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

**Special Qualifications upon hire for positions at a school site pursuant to the Elementary and Secondary Education Act (ESEA)/ No Child Left Behind Act of 2001 (NCLB).*

Educational attainment equivalent to a high school diploma or its recognized equivalent.

Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units or sixty (60) quarter units, including a math and an English class;

OR

Obtained an associate's degree or higher degree;

OR

Meet a rigorous standard of quality and demonstrated, through an assessment, the knowledge and ability to assist in instruction (reading, writing and mathematics).

Six (6) months of paid or volunteer experience working with students in an educational setting or working with school-aged children in a recreation or coaching environment, or any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

** The Education, Training, and Experience requirements apply to all new employees hired on/after July 1, 2014.*

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

May require possession of a valid California C Driver's license and proof of insurance (some positions)

Attend blood-borne pathogen training

Incumbent must successfully obtain a valid first aid/CPR certification issued by an authorized agency within five (5) months of employment. The District will provide the certification program required to obtain the initial certification. The incumbent will be required to subsequently maintain the valid first aid/CPR certification by an authorized agency.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, as much as 50 pounds or more, and up to 75 pounds or more on an occasional basis. The employee is regularly required to stand or sit for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crawl, crouch, make repetitive motions, climb up and down steps, stairs and ramps, step over objects. The employee is regularly required to run quickly for brief spurts and participate in rigorous exercise. The employee is regularly required to hear and speak to exchange information in a proficient manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students and parents.

WORK ENVIRONMENT

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

Employees regularly work in an indoor environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor; subject to constant interruptions. The noise level is usually loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

BUILDING TRADES TECHNICIAN Plumber Electrician Heating/Ventilating/Air Conditioning

ORIGINAL

DEFINITION - Under general supervision, to perform skilled work in one or more of the technical building and equipment trades classes listed above; to perform skilled, semi-skilled, and unskilled work in other building trades, as assigned; and to perform related work as required.

CLASS CHARACTERISTICS - Positions assigned to these classes spend the majority of their working time performing journey-level work in one or more of the technical building trades listed above. Positions are assigned to perform duties independently or as a team member in other trades in these classes in the Building Trades Specialist classes and in the Building Maintenance Worker class, as the need arises. Incumbents at this level have a significant role in planning work, estimating labor and materials requirements, and in identifying material sources and costs. Positions at this level perform work which has considerable variation and which requires the application of judgement in the selection of appropriate work methods, material, procedures, and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe workmanlike manner, which complies with district and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to refer to their supervisor matters, which would create an unsafe environment for students, staff, and themselves and/or would be perceived as deviation from policy and procedure. Incumbents designated as a project team leader are assigned to assign, check, guide, and correct work, and train team members.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

All Positions:

- Examine work orders to assess priority, estimate materials, tools, and amount of time; enter information to complete work orders. E
- Confer with supervisor on scheduling and technical problems of jobs and obtain approval to purchase tools, materials, and parts. E
- Confer with school site personnel to schedule work projects and report to work location. E
- Use tools of the trade with skill, observing safety precautions; operate testing and measuring instruments. E
- Select tools, materials, and equipment needed to complete assigned projects and work orders. E
- Research operating and technical manuals, follow drawings, and locate parts and tools in catalogs. E
- Load and unload tools and materials and transport to and from job sites. E
- Communicate with school personnel in person and by telephone to resolve and troubleshoot routine operational problems. E
- Contact vendors by telephone and in person to order and pick up parts and materials. E
- Brainstorm with departmental staff, users and vendors to obtain information and problem solve.

- Maintain tools and equipment in secure and working condition. E
- Recommend and plan and design new construction and system replacement projects.
- Perform semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises. E
- Schedule and perform preventive maintenance.
- Perform daily preventive and safety inspection and operate district vehicle to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- Use rope, chain, hoists, dollies, and prime movers to handle equipment, tools, and materials.
- Wear identification, safety, and protective clothing and equipment. E
- Perform related duties as assigned. E

Plumber:

- Perform skilled work in the repair, alteration, construction, installation, and maintenance of plumbing systems and equipment. E
- Inspect, repair, test, service, troubleshoot, diagnose, and repair problems such as no water pressure, no hot water, toilets and urinals not flushing, water cannot be shut off, water will not circulate, sinks and toilets flooded, no steam, boiler problems, and other kinds of plumbing problems. E
- Operate power tools, pipe threading machine, large and small sewer gear, saws, drills, motors, OHM meter, jackhammer and electric equipment. E
- Dig hole manually to reach broken gas line, water line, and sewer line. E
- Test, repair, and replace back flow devices. E

Electrician:

- Perform skilled work in the repair, alternation, construction, installation, and maintenance of electrical systems and equipment. E
- Test, troubleshoot, and repair office machines and appliances; inspect new equipment for conformance with standards and operation; instruct staff in operation of equipment. E
- Inspect, repair, test, service, and maintain electrical systems including conduit and duct systems, light and power circuits, motors, appliances, generators, control equipment, switches, switchboards, fans, bell and buzzer systems, clocks, fire alarm and security systems. E
- Install interior and exterior wiring; assemble and install lighting systems. E

Heating/Venting/Air Conditioning:

- Troubleshoot, diagnose, repair and/or install air conditioning, ventilating and heating systems, thermostats, refrigerators, freezers, fan motors, relays, safety controls, compressors, freon leaks, heating equipment, check burners, gas valves, boiler water pressure, and pumps. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED - Possession of a valid and appropriate California Driver's License is required as a condition of continued employment.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • English usage; • Proper methods, terminology, materials, tools and equipment used in the designated trade(s); • Shop math applicable to the trade(s); • Appropriate safety precautions and procedures; • Applicable codes and regulations; • Routine record keeping methods 	<p>Ability to:</p> <ul style="list-style-type: none"> • Perform journey-level work in the designated trade(s); • Use with skill and precision the tools, equipment and materials of the designated trade(s); • Perform accurate measurements and shop mathematics; • Maintain accurate records; • Maintain tools and equipment used and assigned in clean working order, provide proper security in accordance with established departmental guidelines; • Plan and layout assigned work; • Read and work from technical manuals, shop drawings, blueprints, specification and catalogs; • Communicate effectively orally and in writing; • Operate a vehicle observing legal and defensive driving practices; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing work in the designated trade(s) area; and completion of training and/or course work in theory and practice of the trade(s); or two years of experience as a Building Maintenance Worker in MBUSD wherein the applicant has learned and performed skilled level work in the designated trade and demonstrated possession of the required knowledges and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet (Electrician and HVSC)</p> <p>Distinguish shades of color (Electrician and HVAC)</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read and research manuals and catalogs for maintenance and repairs</p> <p>Troubleshoot safety controls and relays</p> <p>Distinguish between color coded wires</p> <p>Operate district vehicle in keeping with defensive driving practices</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be expose to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Use and maintain power equipment and identify malfunctions</p> <p>Determine operating efficiency and need of repair</p> <p>Perform duties in equipment rooms; operate saws and drills for extended periods</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Coordinate activities, maintain safety, confer with site staff, and contact vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Install, repair, operate, and maintain equipment and manipulate necessary tools and hoists</p> <p>Load and unload, and transport necessary tools and materials</p> <p>View machinery, equipment and fixtures from different angles, and work in small spaces</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain, walk on even surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Crawl</p>	<p>To perform tasks such as to:</p> <p>Transport equipment, material and tools to and from vehicle</p> <p>Troubleshoot electrical, security, plumbing, heating, and air conditioning systems on rooftops and above arm's reach</p> <p>Lift and transport tools and materials</p> <p>Crawl in attic space and around equipment</p>

<p>Lower Body Mobility: (cont.) Stoop</p> <p>Stand for prolonged periods of up to one hour</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p>To perform tasks such as to: Transport and lift equipment; service appliances</p> <p>Make heating and cooling repairs; dig ditches and trenches</p> <p>Travel to work sites; make repairs at or near floor area</p> <p>Make equipment accessible</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 80 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Move and replace compressors, motors, and fans, move and replace fixtures, lift and carry AV equipment, lift and carry materials</p>
<p>Stamina:</p> <p>Run quickly for brief spurts</p> <p>Climb flights of stairs</p>	<p>To perform tasks such as to:</p> <p>Shut off equipment in an emergency</p> <p>Reach work site, tools, and material locations; make numerous trips from roof to ground levels</p>
<p>Smell:</p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p>To perform tasks such as to:</p> <p>Check for freon and gas leaks</p>
<p>Environmental Requirements:</p> <p>Frequent extreme changes in temperature/temperature extremes (HVAC)</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemical/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work performed in confined spaces</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p>	<p>To perform tasks such as to:</p> <p>Work in coolers, freezers, and boilers rooms</p> <p>Work on rooftop units</p> <p>Work with fiberglass insulation</p> <p>Repair rooftop systems and units</p> <p>Troubleshooting air conditioning, heating, and boiler units in equipment rooms</p> <p>Work in enclosed, dusty environments when installing and repairing ducting</p> <p>Complete most tasks where two workers are not required</p> <p>Coordinate tasks with other trades</p>

<p>Mental Requirements:</p> <p>Read, write, understand interpret, and apply moderately complex information</p> <p>Math skills at high school proficiency level</p> <p>Judgement</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p>	<p>To perform tasks such as to:</p> <p>Read and interpret technical manuals and catalogs</p> <p>Plan installations, understand technical manuals, and make measurements</p> <p>Work around students and handle equipment in a safe manner</p> <p>Comply with district standards for safety</p> <p>Choose a proper solution amongst a range of possible solutions</p>
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Other Conditions of Continued Employment:

- Speak English at a conversational level
- Wear protective clothing/safety gear in accordance with established standards
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates required by the district
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/96

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Manhattan Beach
Unified School District

Building Trades Technician— Electrician

Department/Division:	Maintenance and Operations/Building Trades Technician--Electrician
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	September 30, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 30

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Maintenance and Operations and/or assigned supervisor performs a variety of skilled electrical work in the installation, service, maintenance, alteration, and repair of electrical systems and equipment; and performs related work as assigned. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The positions assigned to the Building Trades Technician class require journey level experience, competency and physical abilities in connection with the essential duties and responsibilities of the position. Incumbents are assigned to perform duties independently or as a team member in other trades in the Building Trades Specialist classes and in the Building Maintenance Worker class. In addition to demonstrating the competencies and abilities required of the position, an incumbent designated as a project team leader must demonstrate the ability to lead, guide, train, monitor, and motivate a small team of Building Trades Technicians. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Building Trades Technician must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Director of Maintenance and Operations, and/or other Maintenance and Operations supervisors.

- Repairs, inspects, installs, services, alters, maintains, and repairs electrical systems including underground cables and conduit, light and power circuits, motors, transformers, generators, control equipment, switches, switchboards, fire and security alarm systems, clocks and intercommunication systems.
- Installs and maintains shop machinery and power equipment; installs and repairs electrical, office and kitchen appliances; instructs staff in operation of equipment.
- Maintains repairs athletic scoreboards, and other lighted sports facilities; replaces switches, receptacles, fuses, fluorescent tubes, ballasts, light bulbs and fixtures.
- Assists in preparation of estimates of time and material required for new construction, alterations or repairs.
- Installs or replaces necessary interior and exterior wiring for equipment, appliances and lighting.
- Performs preventive maintenance on District-wide electrical systems, circuits and equipment. Services, maintains and repairs electrical panels, breakers and transformers. Cleans, lubricates, adjusts and monitors controls, parts and timers for various motorized and mechanical equipment.
- Performs a variety of diagnostic analytical tests, including those involving programmable logic controls, infra-red, and ultrasonic.
- Responds to failures, disasters, and emergencies involving the electrical system, apparatus, and equipment.
- Plans, organizes, and lays out assigned tasks. Interprets electrical plans, diagrams, blueprints, sketches and specifications. Works from verbal and written instructions and work orders.
- Plans, organizes and lays out assigned tasks. Interprets diagrams, blueprints, sketches and specifications. Works from verbal and written instructions and work orders.
- Operates a variety of specialized equipment for electrical work including various hand and power tools, meters, diagnostic devices, and electrical line apparatus; loads and unloads tools and materials; transports tools and materials to and from job sites.
- Drives a vehicle to conduct work; performs daily preventive and safety inspections; drives a District vehicle to various school sites and vendor locations; obeys traffic laws and observes defensive driving practices; washes and fuels vehicles.
- Communicates with District personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintains various records related to work orders, projects, and assigned activities.

- Responds to emergency calls on a 24-hour basis to keep the District safe and operational.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Demonstrates safe work procedures.
- Maintains work order records, lists, equipment service/repair logs; orders supplies from vendors; receives and distributes supplies.
- Communicates with site administrators and team members to plan and schedule work and improve services.
- Performs the full range of duties of the Build Trades Technician class as assigned.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in electrical installation, troubleshooting and maintenance
- Operating characteristics and maintenance procedures for fire prevention and alarm systems
- Techniques for the repair and maintenance of electrical circuitry
- Federal and state codes and orders, including National Electrical Code and Electrical Safety Orders of the Division of Industrial Safety
- Safe work practices and the safety orders of the California related to area of specialty
- Uses and purposes of hand and power tools and equipment used in electrical work, construction, and general maintenance
- Assembly and operation of labor saving devices such as personnel and material handling equipment
- Math skills to make measurements and estimate costs
- Sufficient human relations skills to work as a part of a team and convey technical information to and from co-workers and contractors
- Knowledge of and skill at using a computer to access email and common office productivity, and/or order processing software to access work-related information
- Health and safety regulations
- Record keeping techniques
- Sufficient reading and writing ability in English to read work and safety instructions
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position
- Perform journeyman commercial electrical work skillfully and in a timely manner
- Promptly respond to District emergencies
- Operate vehicles and labor saving devices such as chain hoists and electric high-lift equipment, maintenance equipment, and hand and power tools used to perform construction, carpentry, electrical and mechanical services

- Estimate materials and time for assignments
- Install and lay out electrical installations
- Make inspections and perform difficult installations, maintenance and report work
- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems
- Adapt or modify existing systems, procedures or methods to new situations and find alternative solutions by weighing alternatives and developing action plans
- Maintain tools and equipment in clean and proper working condition
- Read and interpret drawings, sketches, blueprints, schematics, and building and fire codes
- Communicate effectively both orally and in writing in English
- Prepare and maintain accurate records and reports
- Understand and follow oral and written instructions in English
- Work independently and collaboratively as a part of a team, with intermittent supervision; respond to emergencies
- Observe safe work practices and handle hazardous materials according to accepted procedures
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards and blood borne pathogens
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Read and comprehend instructions, safety rules, policies and procedures, blueprints and schematics as they relate to electrical installations
- Conform to uniform code or dress standard
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent supplemented by completion of a State-approved apprenticeship program in the electrical trade and three years of increasingly responsible journey-level experience in the electrical trade. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification.

Must be insurable and maintain insurability by the District's insurance carrier(s).

Obtain and maintain in current status the licenses and certificates listed on the class specification required by the District.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 75 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, work on rooftop units, and ramps of one or more stories above the ground. Employee must be able to walk for prolonged periods at one time while holding tools and supplies, and run quickly for brief spurts. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; perform simple measurements. The employee must be able to work independently and as a part of a team, and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

Employees work frequently in an indoor environment, including damp or wet areas, confined areas, exposure to extreme changes in temperature/temperature extremes, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee must be able to recognize and mitigate the symptoms of dehydration and heat exhaustion. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

BUILDING TRADES TECHNICIAN
Plumber
Electrician
Heating/Ventilating/Air Conditioning

ORIGINAL

DEFINITION - Under general supervision, to perform skilled work in one or more of the technical building and equipment trades classes listed above; to perform skilled, semi-skilled, and unskilled work in other building trades, as assigned; and to perform related work as required.

CLASS CHARACTERISTICS - Positions assigned to these classes spend the majority of their working time performing journey-level work in one or more of the technical building trades listed above. Positions are assigned to perform duties independently or as a team member in other trades in these classes in the Building Trades Specialist classes and in the Building Maintenance Worker class, as the need arises. Incumbents at this level have a significant role in planning work, estimating labor and materials requirements, and in identifying material sources and costs. Positions at this level perform work which has considerable variation and which requires the application of judgement in the selection of appropriate work methods, material, procedures, and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe workmanlike manner, which complies with district and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to refer to their supervisor matters, which would create an unsafe environment for students, staff, and themselves and/or would be perceived as deviation from policy and procedure. Incumbents designated as a project team leader are assigned to assign, check, guide, and correct work, and train team members.

EXAMPLE OF DUTIES* - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

All Positions:

- Examine work orders to assess priority, estimate materials, tools, and amount of time; enter information to complete work orders. E
- Confer with supervisor on scheduling and technical problems of jobs and obtain approval to purchase tools, materials, and parts. E
- Confer with school site personnel to schedule work projects and report to work location. E
- Use tools of the trade with skill, observing safety precautions; operate testing and measuring instruments. E
- Select tools, materials, and equipment needed to complete assigned projects and work orders. E
- Research operating and technical manuals, follow drawings, and locate parts and tools in catalogs. E
- Load and unload tools and materials and transport to and from job sites. E
- Communicate with school personnel in person and by telephone to resolve and troubleshoot routine operational problems. E
- Contact vendors by telephone and in person to order and pick up parts and materials. E
- Brainstorm with departmental staff, users and vendors to obtain information and problem solve.

- Maintain tools and equipment in secure and working condition. E
- Recommend and plan and design new construction and system replacement projects.
- Perform semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises. E
- Schedule and perform preventive maintenance.
- Perform daily preventive and safety inspection and operate district vehicle to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- Use rope, chain, hoists, dollies, and prime movers to handle equipment, tools, and materials.
- Wear identification, safety, and protective clothing and equipment. E
- Perform related duties as assigned. E

Plumber:

- Perform skilled work in the repair, alteration, construction, installation, and maintenance of plumbing systems and equipment. E
- Inspect, repair, test, service, troubleshoot, diagnose, and repair problems such as no water pressure, no hot water, toilets and urinals not flushing, water cannot be shut off, water will not circulate, sinks and toilets flooded, no steam, boiler problems, and other kinds of plumbing problems. E
- Operate power tools, pipe threading machine, large and small sewer gear, saws, drills, motors, OHM meter, jackhammer and electric equipment. E
- Dig hole manually to reach broken gas line, water line, and sewer line. E
- Test, repair, and replace back flow devices. E

Electrician:

- Perform skilled work in the repair, alternation, construction, installation, and maintenance of electrical systems and equipment. E
- Test, troubleshoot, and repair office machines and appliances; inspect new equipment for conformance with standards and operation; instruct staff in operation of equipment. E
- Inspect, repair, test, service, and maintain electrical systems including conduit and duct systems, light and power circuits, motors, appliances, generators, control equipment, switches, switchboards, fans, bell and buzzer systems, clocks, fire alarm and security systems. E
- Install interior and exterior wiring; assemble and install lighting systems. E

Heating/Venting/Air Conditioning:

- Troubleshoot, diagnose, repair and/or install air conditioning, ventilating and heating systems, thermostats, refrigerators, freezers, fan motors, relays, safety controls, compressors, freon leaks, heating equipment, check burners, gas valves, boiler water pressure, and pumps. E
- * **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED - Possession of a valid and appropriate California Driver's License is required as a condition of continued employment.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • English usage; • Proper methods, terminology, materials, tools and equipment used in the designated trade(s); • Shop math applicable to the trade(s); • Appropriate safety precautions and procedures; • Applicable codes and regulations; • Routine record keeping methods 	<p>Ability to:</p> <ul style="list-style-type: none"> • Perform journey-level work in the designated trade(s); • Use with skill and precision the tools, equipment and materials of the designated trade(s); • Perform accurate measurements and shop mathematics; • Maintain accurate records; • Maintain tools and equipment used and assigned in clean working order, provide proper security in accordance with established departmental guidelines; • Plan and layout assigned work; • Read and work from technical manuals, shop drawings, blueprints, specification and catalogs; • Communicate effectively orally and in writing; • Operate a vehicle observing legal and defensive driving practices; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.
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TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing work in the designated trade(s) area; and completion of training and/or course work in theory and practice of the trade(s); or two years of experience as a Building Maintenance Worker in MBUSD wherein the applicant has learned and performed skilled level work in the designated trade and demonstrated possession of the required knowledges and abilities listed above.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet (Electrician and HVSC)</p> <p>Distinguish shades of color (Electrician and HVAC)</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read and research manuals and catalogs for maintenance and repairs</p> <p>Troubleshoot safety controls and relays</p> <p>Distinguish between color coded wires</p> <p>Operate district vehicle in keeping with defensive driving practices</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be expose to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Use and maintain power equipment and identify malfunctions</p> <p>Determine operating efficiency and need of repair</p> <p>Perform duties in equipment rooms; operate saws and drills for extended periods</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Coordinate activities, maintain safety, confer with site staff, and contact vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Install, repair, operate, and maintain equipment and manipulate necessary tools and hoists</p> <p>Load and unload, and transport necessary tools and materials</p> <p>View machinery, equipment and fixtures from different angles, and work in small spaces</p>
<p>Lower Body Mobility:</p> <p>Walk on uneven terrain, walk on even surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Crawl</p>	<p>To perform tasks such as to:</p> <p>Transport equipment, material and tools to and from vehicle</p> <p>Troubleshoot electrical, security, plumbing, heating, and air conditioning systems on rooftops and above arm's reach</p> <p>Lift and transport tools and materials</p> <p>Crawl in attic space and around equipment</p>

<p>Lower Body Mobility: (cont.) Stoop</p> <p>Stand for prolonged periods of up to one hour</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p>To perform tasks such as to: Transport and lift equipment; service appliances</p> <p>Make heating and cooling repairs; dig ditches and trenches</p> <p>Travel to work sites; make repairs at or near floor area</p> <p>Make equipment accessible</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 80 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Move and replace compressors, motors, and fans, move and replace fixtures, lift and carry AV equipment, lift and carry materials</p>
<p>Stamina:</p> <p>Run quickly for brief spurts</p> <p>Climb flights of stairs</p>	<p>To perform tasks such as to:</p> <p>Shut off equipment in an emergency</p> <p>Reach work site, tools, and material locations; make numerous trips from roof to ground levels</p>
<p>Smell:</p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p>To perform tasks such as to:</p> <p>Check for freon and gas leaks</p>
<p>Environmental Requirements:</p> <p>Frequent extreme changes in temperature/temperature extremes (HVAC)</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemical/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work performed in confined spaces</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p>	<p>To perform tasks such as to:</p> <p>Work in coolers, freezers, and boilers rooms</p> <p>Work on rooftop units</p> <p>Work with fiberglass insulation</p> <p>Repair rooftop systems and units</p> <p>Troubleshooting air conditioning, heating, and boiler units in equipment rooms</p> <p>Work in enclosed, dusty environments when installing and repairing ducting</p> <p>Complete most tasks where two workers are not required</p> <p>Coordinate tasks with other trades</p>

ORIGINAL

Mental Requirements:	To perform tasks such as to:
Read, write, understand interpret, and apply moderately complex information	Read and interpret technical manuals and catalogs
Math skills at high school proficiency level	Plan installations, understand technical manuals, and make measurements
Judgement	Work around students and handle equipment in a safe manner
Learn quickly and follow verbal procedures and standards	Comply with district standards for safety
Decision-making	Choose a proper solution amongst a range of possible solutions

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Wear protective clothing/safety gear in accordance with established standards
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates required by the district
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreement

Adopted: 10/26/96



Manhattan Beach
Unified School District

**Building Trades Technician—
Plumber**

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Department/Division:	Maintenance and Operations/Building Trades Technician--Plumber
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	September 30, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 30

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Maintenance and Operations and/or assigned supervisor performs a variety of skilled plumbing activities involved in the installation, inspection, maintenance and repair of plumbing fixtures and systems, including Heating/Venting/Air Conditioning (HVAC) systems, and performing related work as assigned. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The positions assigned to the Building Trades Technician class require journey level experience, competency and physical abilities in connection with the essential duties and responsibilities of the position. Incumbents are assigned to perform duties independently or as a team member in other trades in the Building Trades Specialist classes and in the Building Maintenance Worker class. In addition to demonstrating the competencies and abilities required of the position, an incumbent designated as a project team leader must demonstrate the ability to lead, guide, train, monitor, and motivate a small team of Building Trades Technicians. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Building Trades Technician must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND REPSONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Director of Maintenance and Operations, and/or other Maintenance and Operations supervisors.
- Inspects, installs, maintains, and repairs various types of plumbing fixtures and systems, including boilers, steam and hot water units. Ensures compliance with building codes applicable to the plumbing trade.
- Troubleshoots diagnoses, repairs and/or installs air conditioning, ventilating and heating systems (HVAC), including thermostats, refrigerators, freezers, fan motors, relays, safety controls, compressors, Freon leaks, heating equipment; checks burners, gas valves, boiler water pressure, and pumps.
- Repairs or replaces water supply, waste, sewage and drainage pipes.
- Installs various kitchen equipment, water heaters and water coolers.
- Provides preventive maintenance inspections and servicing to sewer, roofs, drains, boiler rooms and sprinkler systems.
- Installs, maintains and repairs plumbing fixtures such as sinks, commodes and urinals. Replaces leaking and defective parts.
- Tests, maintains, and repairs backflow prevention devices to ensure proper operations.
- Cleans out drains and removes obstructions from water and sewer lines, systems, pumps, toilets and urinals.
- Digs holes manually to reach broken gas line, water line, and sewer line.
- Estimates labor, material and equipment needed for assigned projects.
- Plans, organizes and lays out assigned tasks. Interprets diagrams, blueprints, sketches and specifications. Works from verbal and written instructions and work orders.
- Operates a variety of specialized equipment including various hand and power tools; loads and unloads tools and materials; transports tools and materials to and from job sites.
- Drives a vehicle to conduct work; performs daily preventive and safety inspections; drives a District vehicle to various school sites and vendor locations; obeys traffic laws and observes defensive driving practices; washes and fuels vehicles.
- Communicates with District personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintains various records related to work orders, projects, and assigned activities.
- Responds to emergency calls on a 24-hour basis to keep the District safe and operational.
- Performs necessary repairs or adjustments.

- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Demonstrates safe work procedures.
- Maintains work order records, lists, equipment service/repair logs; orders supplies from vendors; receives and distributes supplies.
- Communicates with site administrators and team members to plan and schedule work and improve services.
- Performs the full range of duties of the Build Trades Technician class as assigned.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, equipment and terms used in the plumbing trade
- Federal and state plumbing codes
- Methods and techniques used in pipefitting
- Geometrical angles used in laying out pipes
- Math skills to make measurements and estimate costs
- Types and various usage of various plumbing and piping materials
- Assembly and operation of labor saving devices such as scaffolding and personnel and material handling equipment
- Safe work practices, including proper usage and handling of power tools, cutting machines and torches, and the safety orders of the California OSHA related to area of specialty
- Sufficient human relations skills to work as a part of a team and convey technical information to and from co-workers and contractors
- Knowledge of and skill at using a computer to access email and common office productivity, and/or order processing software to access work-related information
- Health and safety regulations
- Record keeping techniques
- Sufficient reading and writing ability in English to read work and safety instructions
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position
- Perform journeyman plumbing work skillfully and in a timely manner
- Promptly respond to District emergencies
- Operate vehicles and labor saving devices such as chain hoists and electric high-lift equipment, maintenance equipment, and hand and power tools used to perform construction, carpentry, electrical and mechanical services
- Estimate materials and time for assignments

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- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems
- Adapt or modify existing systems, procedures or methods to new situations and find alternative solutions by weighing alternatives and developing action plans
- Maintain tools and equipment in clean and proper working condition
- Read and interpret drawings, sketches, blueprints, schematics as they relate to plumbing installations
- Communicate effectively both orally and in writing in English
- Maintain routine records
- Understand and follow oral and written instructions in English
- Work independently and collaboratively as a part of a team, with intermittent supervision; respond to emergencies
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Conform to uniform code or dress standard
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent supplemented by completion of a State-approved apprenticeship program in the plumbing trade and two years of increasingly responsible journey-level experience in the plumbing trade. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification.

Must be insurable and maintain insurability by the District's insurance carrier(s).

Obtain and maintain in current status the licenses and certificates listed on the class specification required by the District.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 75 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis.

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The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, work on rooftop units, and ramps of one or more stories above the ground. Employee must be able to walk for prolonged periods at one time while holding tools and supplies, and run quickly for brief spurts. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability it adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; perform simple measurements. The employee must be able to work independently and as a part of a team, and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

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

Employees work frequently in an indoor environment, including damp or wet areas, confined areas, exposure to extreme changes in temperature/temperature extremes (HVAC), and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee must be able to recognize and mitigate the symptoms of dehydration and heat exhaustion. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; performing physical labor. The noise level is loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.