

## AGENDA

### I. CALL TO ORDER

### II. ACTION ITEMS

- A. Personnel Commissioner Appointment
- B. Chairperson Appointment
- C. Approval of Minutes – March 4, 2014
- D. Approval of Job Descriptions:
  - 1. Operations Crew Leader, *Original and Draft*
  - 2. Operations Worker, *Original and Draft*
  - 3. School Operations Team Leader, *Original and Draft*

### III. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
- B. Administration
  - 1. Discipline Hearing
- C. Employees
- D. Citizens

### IV. MEETING SCHEDULE

- 1. May 6<sup>th</sup>, 2013, 8:30am- Budget Approval

### 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 Dr. Brett Geithman, 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**

March 4, 2014

The meeting was called to order at 8:35a.m.

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charley Southey

Absent: None

District Staff: Dr. Brett Geithman, Executive Director, Human Resources,  
Monica Ford, HR Technician and Anna Frankel, HR Technician

CSEA Representatives: None

Employee: None

**I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners: None
- B. Administration: Dr. Geithman advised the Commissioners of a possible discipline case for review.
- C. Employees: None
- D. Citizens: None

**II. ACTION ITEMS**

- A. Approval of Minutes of February 12, 2014
  - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
- B. Approval of Eligibility list:
  - Clerical Assistant
    - 1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**III. MEETING SCHEDULE**

Next regular meeting is scheduled for April 1, 2014, 8:30am.

**IV. ADJOURNMENT**

- V. The meeting was adjourned at 8:43 a.m.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

OPERATIONS CREW LEADER

ORIGINAL

**DEFINITION** - Under general supervision to lead, guide, train, monitor, and motivate operations teams assigned to school sites on an assigned shift; to keep buildings, grounds, and office spaces clean and orderly; to perform custodial, storekeeping, and light grounds and building maintenance tasks in the service of a school; and to perform related work as required.

**EXAMPLES 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 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.

- Prepare written work assignments and schedules. E
- Assign, train, instruct, and monitor the work of School Operations Team Leaders and Operations Workers on an assigned shift. E
- Inspect sites for cleanliness and needed repair; prepare inspection reports. E
- Set up necessary equipment and supplies for maintenance of the school sites.
- Perform daily preventive and safety inspection and operate district vehicles to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- Visit school sites to monitor the work of the School Operations Team Leaders and Operations Workers to ensure proper maintenance and cleanliness. E
- Communicate with customers and team members to plan and schedule work, problem solve, and improve services. E
- Determine equipment and supply needs for school site maintenance. E
- Conduct competitive bidding and testing of products. E
- Order supplies from vendors. E
- Receive and distribute supplies to sites. E
- Perform the full range of tasks of the classes of School Operations Team Leaders and Operations Workers. E
- Perform related duties as assigned. E

\* Tasks statements coded with 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"> <li>• General principles of leadership and training</li> <li>• Methods, materials, and equipment used in custodial work</li> <li>• Custodial workload standards and schedules</li> <li>• Good work habits</li> <li>• Safe work practices</li> <li>• Basic tools used in the routine maintenance of campus grounds and landscaped areas</li> <li>• Appropriate safety precautions and procedures</li> <li>• Basic record keeping techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Assign, inspect, guide, and correct the work of other</li> <li>• Maintain schedules, procedures, and tools used in custodial work</li> <li>• Work independently</li> <li>• Develop equitable work schedules for operations personnel</li> <li>• Use cleaning materials, disinfectants, and solvents effectively</li> <li>• Maintain stock inventory records</li> <li>• Ensure safety in the work environment</li> <li>• Prepare work and supply requisitions</li> <li>• Mix and apply paint</li> <li>• Serve faculty and staff in a cooperative manner</li> <li>• Understand and carry out oral and written instructions</li> <li>• Establish and maintain effective relationships with those contacted in the course of work</li> </ul>

**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 working-level experience performing responsible janitorial or custodial work, or experience at, or equivalent to, the level of School Operations Team Leader in the Manhattan Beach Unified School District from which the incumbent has acquired the 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><b>Vision: (which may be corrected)</b></p> <p>Read small print</p> <p>See small objects at a distance of 4 feet</p> <p>See small objects at a distance of 25 feet</p> <p>Use peripheral vision</p>	<p><b>To perform tasks such as to:</b></p> <p>Read safety instructions and cleaning labels</p> <p>Use tools at arms length to tighten screws and replace ballast</p> <p>Drive an electric cart and district vehicle</p> <p>Safely operate a vehicle on district property and public roads</p>
<p><b>Hearing: (which may be corrected)</b></p> <p>Understand speech over a telephone</p>	<p><b>To perform tasks such as to:</b></p> <p>Place supply orders with vendors</p>
<p><b>Speech:</b></p> <p>Speak with a level of proficiency and volume to be understood in a telephone and in face-to-face public contact</p>	<p><b>To perform tasks such as to:</b></p> <p>Communicate with administrators, supervisors, vendors</p>
<p><b>Upper Body Mobility:</b></p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects, and twist and bend at torso</p> <p>Turn, raise, and lower head</p>	<p><b>To perform tasks such as to:</b></p> <p>Paint, clean, write, and perform other custodial duties; unplug toilets and sinks; replace lights</p> <p>Deliver supplies; perform minor repairs</p> <p>Clean, paint, and make routine plumbing and lighting repairs</p>
<p><b>Lower Body Mobility:</b></p> <p>Walk on even surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Stand for prolonged periods of 4 hours</p> <p>Step over objects</p>	<p><b>To perform tasks such as to:</b></p> <p>Operate vacuum and sweep sidewalk</p> <p>Paint, clean, and deliver supplies</p> <p>Clean restrooms, move equipment, and wax floors</p> <p>Vacuum and sweep classrooms, and hose lunch area</p> <p>Load and unload supplies and move equipment and furniture</p>

<p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry objects which weigh as much as 50 pounds on a frequent basis</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 100 pounds on an occasional basis</p>	<p><b>To perform tasks such as to:</b></p> <p>Load and unload supplies</p> <p>Move furniture</p>
<p><b>Smell:</b></p> <p>Distinguish faint odors which may warn of equipment malfunction or danger</p>	<p><b>To perform tasks such as to:</b></p> <p>Detect possible gas leaks</p>
<p><b>Environmental Requirements:</b></p> <p>Work around fumes/odors</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work outside</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b></p> <p>Paint and use cleaning products</p> <p>Sweep, vacuum, and clean</p> <p>Perform duties with limited supervision</p> <p>Supervise, instruct, and monitor work of School Operations Team Leaders</p> <p>Clean walls and lunch area</p> <p>Perform custodial duties in restrooms, offices and classrooms</p>
<p><b>Mental Requirements:</b></p> <p>Read and write at a simple level essential for successful job performance</p> <p>Coordinating</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Judgement</p> <p>Process information quickly and make quick decisions</p> <p>Listen</p> <p>Give written instructions</p>	<p><b>To perform tasks such as to:</b></p> <p>Read and write notes to supervisor and School Operations Team Leaders</p> <p>Schedule duties for School Operations Team Leaders and Operations Workers</p> <p>Follow schedule and perform duties</p> <p>Order supplies; respond to emergencies</p> <p>Respond to power outage, broken lines, fire</p> <p>Understand and follow instructions</p> <p>Leave notes for Operations Workers</p>

**Other Conditions of Continued Employment:**

- Speak English at a conversational level and demonstrate basic literacy in English
- Obtain and maintain in current status the licenses and certificates listed on the class specification
- Comply with rules and regulations of the Classified Service and provisions of labor agreements to perform duties at school sites

Adopted: 10/26/95



Manhattan Beach  
Unified School District

## Operations Crew Leader

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	March 25, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 23: \$17.00 to \$21.70 Hourly

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general supervision of a site administrator or assigned supervisor(s), performs evening custodial activities and light maintenance on the high school campus. Serves as a senior or lead during evening or night shifts and for special projects to lead, guide, train, monitor and motivate Operations Workers assigned to other school sites or other District facilities during an assigned shift; ensures that buildings, grounds, and office spaces are clean and orderly; performs custodial, storekeeping, and light grounds and building maintenance tasks in the service of a school or District site; performs related work as required. Work direction, oversight, and guidance are received from a site administrator or Plant Manager. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

#### **DISTINGUISHING CHARACTERISTICS**

The Operations Crew Leader is generally assigned to evening work shifts where the incumbent guides and inspects the work of others. The Operations Crew Leader must have a high school diploma or equivalent and a minimum of two years experience performing custodial or related work. The Operations Crew Leader provides work direction and guidance to Operations Workers and must demonstrate the ability to work independently and as a team member. In addition to demonstrating the competencies and abilities required of the position, the Operations Crew Leader must work cooperatively and productively with a diverse population of internal and external customers. The Operations Crew Leader must work closely with the site administrator.

#### **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.

- Performs the full range of duties of the School Operations Team Leader or Operations Worker.

- Assigns, trains, instructs and monitors the work of Operations Workers on an assigned shift.
- Visits school sites to monitor the work of the Operations Workers to ensure proper maintenance and cleanliness.
- Communicates on a daily basis with Operations Workers to plan and schedule work, problem solve, and improve services.
- Plans, assigns, monitors, guides and participates in cleaning and custodial functions; inspects assigned sites and provides a written report on the condition of facilities.
- Fills out requisitions, work orders requests for operations services, and reports for school and/or District facilities; checks time sheets of Operations Workers; documents work activities and unanticipated occurrences.
- Orders supplies and replacement components as needed.
- Inspects assigned areas and report safety, sanitation and fire hazards to appropriate administrator.
- Confers with site administrator regarding custodial and maintenance projects and activities at assigned site.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap, towel, and toilet paper dispensers. Remove debris from clogged toilets, floor drains, and sinks.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classrooms, science labs, and office areas including, but not limited to furniture, fixtures, and boards. Changes light bulbs and tubes.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter and debris. Empties and cleans outdoor trash.
- Assists with recycling and “green” incentive programs.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements.
- Participates in set up and take down of seating and equipment for events, which may include cafeteria, theater, athletic fields, multi-purpose room and/or gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Coordinates, leads and participates in major cleaning projects that include, but are not limited to, carpet cleaning, floor stripping and refinishing.

- Assures security of assigned site during assigned hours. Secures internal and external entry and exit doors; locks and unlocks doors and gates; opens and closes windows.
- Learns location of utility turn-off valves.
- Drives electric cart; performs daily preventive and safety inspection and operates District vehicles to and from school sites observing defensive driving practices; washes and fuels vehicles.
- Makes sure that secondary containers for cleaning and other products are properly labeled.
- Checks schedule on a daily basis for special events and set ups.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials to and from District sites or within school site.
- Perform related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of leadership and training.
- Basic record keeping techniques.
- Basic computer skills.
- Human relations skills to lead Operations Workers.
- Basic knowledge of the proper methods, materials, tools and equipment used in modern custodial care and routine facilities maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and blood borne pathogens.
- Some knowledge of chemical reactions and proper safety precautions for use.
- Basic knowledge of building and plumbing repairs.
- Sufficient reading and writing ability in English to read work and safety instructions and document work activity onto standardized forms.
- 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 or other District facility.
- Assign, inspect, provide work direction, guidance and correction to Operations Workers  
Properly estimate the quantity of required custodial supplies used in custodial work; produce work orders.
- Work independently and collaboratively with limited supervision; respond to emergencies.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Conform to uniform code or dress standard.
- Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to appropriate maintenance personnel.



- Operate and maintain tools and equipment in clean working order.
- Operate a vehicle observing legal and defensive driving practices. Drive an electric cart.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Plan and organize work to meet schedules and timelines on a daily basis; maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions and read MSDS sheets.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work closely with site administrator.
- May require the ability to perform work assignments on varying shifts.

### **EDUCATION, TRAINING, AND EXPERIENCE**

*Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Two years of prior custodial experience 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.*

### **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Licenses and Automobile Requirements: Possession of a valid, current California C Driver's license at all times.

### **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 50 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, and ramps of one or more stories above the ground. 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; 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, follow a schedule, and assign regular schedules, including temporary schedule changes, to assigned staff. The employee must be able to process information quickly and make sound decisions. 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 regularly work in an indoor environment, including damp or wet areas with poor ventilation, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals/toxic conditions, fumes, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud.*

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

*Participate in employer mandated training and re-training programs.*

## MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

### OPERATIONS WORKER

#### DEFINITION

Under supervision, to keep assigned buildings, classrooms, and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, walls, and equipment; to perform grounds maintenance and general gardening work, to operate small power custodial and grounds equipment; 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.

- Vacuum carpets and replace vacuum cleaner belts; sweep floors and sidewalks. Mop, strip, and wax floors. E
- Hose down lunch area and gutters. E
- Clean and sanitize restrooms and fixtures; use plumber's helper and snake to unplug sinks and toilets. E
- Read cleaning labels and learn to follow safety instructions. E
- Change light bulbs. E
- Pick up trash and empty trash cans; clean trash cans. E
- Clean writing boards and erasers. E
- Deliver books and supplies. E
- Write notes to supervisor regarding repairs and supplies; fill out time sheet, sign in.
- Unlock and lock doors; security check doors and windows; activate alarm. E
- Learn location of utility turn-off valves. E
- Paint over graffiti, paint doors, and perform touch-up painting. E
- Drive electric cart (some positions).
- Clean stadium, auditorium, and athletic courts (some positions). E
- Water plants; turn on sprinkler. E
- Perform daily vehicle inspection.
- Operate weed-eaters, edgers, blowers, sweepers, and trucks.
- Apply herbicides and pesticides not requiring application certificate.
- Perform minor repairs on play areas, sprinkling system, etc. E
- Move furniture and AV equipment set up and take down chairs and tables. 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.**

#### LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License (some positions)

**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 entry-level experience performing custodial and/or general groundskeeping work.

**QUALIFICATIONS**

<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Basic methods, materials, and equipment used in custodial work;</li> <li>• Good work habits;</li> <li>• Basic tools, materials, equipment and practices of routine groundskeeping work;</li> <li>• Operation, use and maintenance of small power grounds equipment;</li> <li>• Methods, materials and tools used in groundskeeping work;</li> <li>• Appropriate safety precautions and procedures.</li> </ul>	<p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Learn schedules, procedures and the use of tools and equipment used in custodial and grounds maintenance work;</li> <li>• Work with limited supervision often working alone on evening shift;</li> <li>• Learn to use cleaning materials, disinfectants and equipment used in custodial work;</li> <li>• Operate grounds equipment;</li> <li>• Use hand and power tools of gardening and groundskeeping work safely;</li> <li>• Use chemicals and fertilizers properly (some positions);</li> <li>• Perform heavy manual labor;</li> <li>• Operate a vehicle observing legal and defensive driving practices;</li> <li>• Understand and carry out oral and written instructions;</li> <li>• Establish and maintain effective relationships with those contacted in the course of work.</li> </ul>
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**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.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<p><b>Vision:</b> (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 25 feet</p> <p>Use peripheral vision</p>	<p><b>To perform tasks such as to:</b></p> <p>Read safety instructions and cleaning labels</p> <p>Avoid damage to equipment from rocks and debris and to prevent injuries to staff and students</p> <p>Operate vehicle and grounds equipment (some positions)</p>

<p><b>Hearing:</b> (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operations</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p><b>To perform tasks such as to:</b></p> <p>Perform equipment operations in presence of children</p> <p>Determine operating efficiency and needed repair</p> <p>Operate small power grounds and custodial equipment</p>
<p><b>Upper Body Mobility:</b></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>Twist and bend at torso</p> <p>Turn, raise, and lower head</p>	<p><b>To perform tasks such as to:</b></p> <p>Paint, clean, and perform other custodial duties</p> <p>Deliver books and supplies and set up furniture; wash walls and windows</p> <p>Pick up tools and materials; pick up trash</p> <p>Clean, paint, and operate electric cart</p>
<p><b>Lower Body Mobility:</b></p> <p>Walk on even surfaces</p> <p>Walk on uneven surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Stoop</p> <p>Stand for prolonged periods of 4 hours</p> <p>Step over objects</p>	<p><b>To perform tasks such as to:</b></p> <p>Operate blower and sweep sidewalks</p> <p>Perform groundskeeping tasks</p> <p>Paint, clean, and deliver supplies</p> <p>Clean restrooms, move equipment, and wax floors</p> <p>Pick up trash</p> <p>Vacuum classrooms, sweep sidewalks, and hose lunch area</p> <p>Load and unload supplies and move equipment and furniture</p>
<p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry objects which weigh as much as 50 pounds on a frequent basis</p>	<p><b>To perform tasks such as to:</b></p> <p>Load and unload materials and supplies</p>
<p><b>Smell:</b></p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p><b>To perform tasks such as to:</b></p> <p>Operate blower and work with cleaning products</p>

<p><b>Environmental Requirements:</b></p> <p>High noise level</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work around dirt/dust</p> <p>Work alone</p> <p>Work outside</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b></p> <p>Operate blowers</p> <p>Perform groundskeeping duties and operate grounds equipment</p> <p>Apply herbicides and insecticides and use cleaning products</p> <p>Sweep, vacuum, and clean</p> <p>Perform duties alone on night shift (some positions)</p> <p>Drive electric cart, operate blower, empty trash, and perform security checks</p>
<p><b>Mental Requirement:</b></p> <p>Read and write at a simple level essential for successful job performance</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Process information quickly and make quick decisions</p>	<p><b>To perform tasks such as to:</b></p> <p>Write notes to supervisor and read written instructions</p> <p>Operate utility turn-off mechanism and operate security systems; respond to emergencies</p> <p>Follow schedule and perform duties without on-site supervision</p> <p>Operate electric cart and utility turn-off</p>

**Other Conditions of Continued Employment:**

- Speak English at a basic conversation level
- Wear protective clothing/safety gear in accordance with established standards
- Conform to uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates listed on the class specification (some positions)
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- Conform to seasonal shift changes to and from day and swing shifts

Adopted: 10/26/95



Manhattan Beach  
Unified School District

## Operations Worker

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	March 25, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 15: \$13.98 to \$17.85 Hourly

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general supervision of assigned supervisor(s), performs day or evening operations worker activities at an assigned school site or other assigned District facility; performs minor maintenance and repair to equipment and systems; performs cleaning, disinfecting of classroom, multi-purpose room, cafeteria, offices, and related facilities; operates small power custodial equipment, and performs related work as required. Work direction, oversight, and guidance are received from a School Operations Team Leader or Operations Crew Leader, and the site administrator. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

#### **DISTINGUISHING CHARACTERISTICS**

The Operations Worker is a service level position. In addition to demonstrating the competencies and abilities required of the position, the Operations Worker must work cooperatively and productively with a diverse population of internal and external customers. Within this classification, opportunities exist to serve on off-hour shifts.

#### **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 School Operations Team Leader or the Operations Crew Leader.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap, towel, and toilet paper dispensers. Remove debris from clogged toilets, floor drains, and sinks.

- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classrooms, science labs, and office areas including, but not limited to furniture, fixtures, and boards. Changes light bulbs and tubes.
- Cleans tables, chairs and floors after nutrition, lunch and recess periods as assigned.
- Assists with recycling and “green” incentive programs.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter and debris. Empties and cleans outdoor trash. Hose down lunch area and gutters as needed.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements.
- Participates in set up and take down of seating and equipment for events, which may include cafeteria, theater, athletic fields, multi-purpose room and/or gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning, floor stripping and refinishing.
- Secures internal and external entry and exit doors, ensuring that windows are locked and lights are off. Lock and unlock doors and gates.
- Learns location of utility turn-off valves.
- Checks for and remove graffiti on a daily basis.
- Drives electric cart (some positions). Performs daily vehicle inspection.
- Makes sure that secondary containers for cleaning and other products are properly labeled.
- Checks schedule on a daily basis for special events and set ups.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials within school site.
- Perform related work as assigned.



## **QUALIFICATIONS**

### **Knowledge of:**

- Basic knowledge of the proper methods, materials, tools and equipment used in modern custodial care and routine facilities maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and blood borne pathogens.
- Some knowledge of chemical reactions and proper safety precautions for use.
- Basic knowledge of building and plumbing repairs.
- Sufficient reading and writing ability in English to read work and safety instructions and document work activity onto standardized forms.
- 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 or other District facility.
- Work independently and collaboratively with limited supervision; respond to emergencies.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Conform to uniform code or dress standard.
- Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to appropriate maintenance personnel.
- Operate and maintain tools and equipment in clean working order.
- Operate a vehicle observing legal and defensive driving practices. Drive an electric cart.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Plan and organize work to meet schedules and timelines, on a daily basis.
- Establish and maintain cooperative and effective working relationships with others.
- Work closely with site administrator.
- Understand and follow oral and written directions and read MSDS sheets.
- May require the ability to perform work assignments on varying shifts.

## **EDUCATION, TRAINING, AND EXPERIENCE**

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

## **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Licenses and Automobile Requirements: Possession of a valid California C Driver's license.

## **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 50 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, and ramps of one or more stories above the ground. 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; 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 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 regularly work in an indoor environment, including damp or wet areas, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud.*

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

*Participate in employer mandated training and re-training programs.*

SCHOOL OPERATIONS TEAM LEADER

**DEFINITION**

Under general supervision, to coordinate daily school cleaning, repair, set-up, and security activities with the site principal, to keep buildings, grounds, and office space clean and orderly; to perform custodial, storekeeping, and light grounds and building maintenance tasks in the service of a school; and to perform related work as required.

**EXAMPLES 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.

- Fill out requisitions, work orders, time sheets, and reports. E
- Perform minor repairs as needed. E
- Replace light bulbs, AV bulbs, towel racks, xerox supplies. E
- Interact with maintenance staff, contractors, parents, PTA. E
- Write instructions to Operations Workers. E
- Lock and unlock doors. E
- Perform the full range of duties of the Operations Worker class. E
- Pick up and empty trash. E
- Clean up any vandalism; perform small area painting to cover graffiti. E
- Clean bathrooms, kitchen, and offices. E
- Follow administration instructions. E
- Unplug toilets and sinks. E
- Learn locations of utility turnoffs and turn of/on utilities as needed. E
- Reset fire alarms and escort fire marshall. E
- Put up and take down flags. E
- Read chemical labels, poisonous mixes, etc. E
- Set up for school/civic functions. E
- Perform assigned emergency and disaster preparedness duties in drill and actual conditions. E
- Clean up after ill students and staff. E
- Clean eating access and tables after good service. E
- Water plants and grass.
- Perform related tasks as assigned. E

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

\* Positions assigned to Child Development Center (CDC) also:

- Assist in food set up for meals and snacks. E
- Wash and fold laundry. E

**LICENSE REQUIRED**

Possession of a valid and appropriate California Driver's License (CDC only)

**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 working level experience performing responsible janitorial or custodial work.

## QUALIFICATIONS

# ORIGINAL

### Knowledge of:

- Basic principals of leadership and training;
- Methods, materials, and equipment used in custodial work;
- Good work habits;
- Safe work practices;
- Basic tools used in the routine maintenance of campus grounds and landscape areas;
- Appropriate safety precautions and procedures;
- Basic record keeping techniques.

### Ability to:

- Plan, lay out, inspect, guide, and correct the work of others;
- Maintain schedules, procedures, and tools used in custodial work;
- Work independently;
- Use cleaning materials, disinfectants and solvents effectively;
- Maintain stock inventory records;
- Ensure safety in the work environment;
- Prepare work and supply requisitions;
- Mix and apply paint;
- Serve faculty and staff in a cooperative manner;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

## 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.

### **Vision:** (which may be corrected)

Read small print

See small objects at a distance of 4'

### **Hearing:**

Understand speech over a telephone

### **Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward

Use hands and arms to lift objects, and twist and bend at torso

Turn, raise, and lower head

### **Lower Body Mobility:**

Walk on even surfaces

Climb stairs/ladders

Bend at waist

Stand for prolonged periods of 4 hours

Step over objects

### **To perform tasks such as to:**

read safety instructions and cleaning labels

use tools at arms length to tighten screws and replace ballast

### **To perform tasks such as to:**

follow instructions from supervisor and administrators; hear bells

### **To perform tasks such as to:**

paint, clean, write, and perform other custodial duties; unplug toilets and sinks; replace lights

put up and take down flags; perform minor repairs

clean, paint, and make routine plumbing and lighting repairs

### **To perform tasks such as to:**

operate vacuum and sweep sidewalk

paint, clean, and deliver supplies

clean restrooms, move equipment, and wax floors

vacuum and sweep classrooms, and hose lunch area

load and unload supplies and move equipment and furniture

**Strength:**

To lift, push, pull and/or carry objects which weigh as much as 50 pounds on a frequent basis

To lift, push, pull, and/or carry objects which weigh as much as 100 pounds on an occasional basis

**Smell:**

Distinguish faint odors which may warn of equipment malfunction or danger

**Environmental Requirements:**

Work around fumes/odors

Work around dirt/dust

Work independently

Work cooperatively with others

Work outside

Work inside

**Mental Requirements:**

Read and write at a simple level essential for successful job performance

Coordinating

Learn quickly and follow verbal procedures and standards

Process information quickly and make quick decisions

Listen

Give written instruction

**To perform tasks such as to:**

load and unload supplies

move furniture

**To perform tasks such as to:**

detect possible gas leaks

**To perform tasks such as to:**

paint and use cleaning products

sweep, vacuum, and clean

perform duties with unlimited supervision

supervise, instruct, and monitor work of others

clean walls and lunch area

perform custodial duties in restrooms, offices and classrooms

**To perform tasks such as to:**

read and write notes to supervisor

schedule duties for operations workers

follow schedule and perform duties

respond to power outage, broken lines, fire

understand and follow directions

leave notes for operations workers

ORIGINAL

**Other Conditions of Continued Employment:**

- Speak at a conversational level and demonstrate basic literacy in English
- Obtain and maintain in current status the licenses and certificates listed on the class specification
- Comply with rules and regulations of the Classified Service and provisions of labor agreements to perform duties at school sites

Adopted: 10/26/95



Manhattan Beach  
Unified School District

## School Operations Team Leader

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	March 23, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 17: \$14.69 to \$18.74 Hourly

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under general supervision of a site administrator or an assigned supervisor, performs daytime custodial activities at an assigned school site or other assigned District facility; coordinates daily school cleaning, repair, set-up and security activities with the site administrator, to keep buildings, grounds, and office space clean and orderly. Performs minor maintenance and repair to equipment and systems; performs cleaning, disinfecting of classroom, multi-purpose room, cafeteria, offices, and related facilities; performs grounds and general gardening work; operates small power custodial and grounds equipment, and performs related work as required. Work direction, oversight, and guidance are received from a site administrator. General direction, supervision, and evaluation are provided by an assigned administrator.

#### **DISTINGUISHING CHARACTERISTICS**

The School Operations Team Leader is a service level position. In addition to demonstrating the competencies and abilities required of the position, the School Operations Team Leader must work cooperatively and productively with a diverse population of internal and external customers. The School Operations Team Leader provides training, work direction and guidance to assigned Operations Workers. The Schools Operations Team Leader must work closely with the site administrator.

#### **ESSENTIAL DUTIES AND REPSPONSIBILITIES**

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.

- Performs all responsible daytime Operation Worker activities at an assigned school or District site; performs the full range of duties of the Operations Worker.
- Plan, assign, monitor and participate in cleaning and custodial functions; inspect assigned site and report condition of facilities; train, assign and review work of assigned staff.

- Fill out requisitions, work orders, time sheets and reports.
- Inspect completed work for accuracy and compliance with instructions and established standards; inspect assigned areas and report safety, sanitation and fire hazards to appropriate authorities.
- Confer with site administrator regarding custodial and maintenance projects and activities at assigned site; assist faculty and staff with custodial and minor maintenance issues.
- Assist outside vendors and maintenance contractors visiting the site.
- Perform assigned emergency and disaster preparedness duties in drill and actual conditions. Reset fire alarms and escort fire marshal.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap, towel, and toilet paper dispensers. Remove debris from clogged toilets, floor drains, and sinks.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classrooms, laboratory, and office areas including, but not limited to furniture, fixtures, and boards. Changes light bulbs and tubes.
- Clean tables, chairs and floors after breakfast, nutrition, lunch and recess periods as assigned.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter and debris. Empties and cleans outdoor trash. Hose down lunch area and gutters.
- ???Conduct daily safety inspection of playground equipment; maintain equipment and ground under playground equipment as appropriate.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, which may include cafeteria, theater, athletic fields, multi-purpose room and/or gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Assure security of assigned site during assigned hours. Secures internal and external entry and exit doors; inactivate or activate alarms; lock and unlock doors and gates; open and close windows.

- Learn location of utility turn-off valves.
- Paint over graffiti, paint doors and perform touch-up painting.
- Drive electric cart (some positions). Perform daily vehicle inspection.
- Water plants; turn on sprinklers; operate weed-eaters, edgers, blowers, sweepers, and trucks; apply herbicides and pesticides not requiring application certificate.
- Makes sure that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials to and from District sites or within school site.
- Perform related work as assigned.

Positions assigned to Child Development Center (CDC) also:

- Assist in food set up for meals and snacks.
- Wash and fold laundry.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of leadership and training.
- Basic record keeping techniques.
- Basic knowledge of the proper methods, materials, tools and equipment used in modern custodial care and routine facilities maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and blood borne pathogens.
- Some knowledge of chemical reactions and proper safety precautions for use.
- Basic knowledge of building and plumbing repairs; basic practices of routine groundskeeping work.
- Sufficient reading and writing ability in English to read work instructions and document work activity onto standardized forms.
- 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 or other District facility.
- Plan, train and provide work direction and guidance to assigned Operations Workers at an assigned school or site.
- Assign and inspect the work of others.



- Properly estimate the quantity of required custodial supplies used in custodial work; produce work orders.
- Work independently and collaboratively with limited supervision; respond to emergencies.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards.
- Conform to uniform code or dress standard.
- Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor.
- Operate and maintain tools and equipment in clean working order.
- Operate a vehicle observing legal and defensive driving practices. Drive an electric cart.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Use cleaning materials and equipment in a safe and efficient manner.
- Plan and organize work to meet schedules and timelines; maintain accurate records.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions and read MSD sheets.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- May require the ability to perform work assignments on varying shifts.

### **EDUCATION, TRAINING, AND EXPERIENCE**

*Educational attainment equivalent to a high school diploma or its recognized equivalent, preferred. Two years experience 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.*

### **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Licenses and Automobile Requirements: Possession of a valid California C Driver's license.

Insurance Requirements: Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

???Vehicle required.

### **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 use hands and legs simultaneously. The employee must have sufficient strength to manipulate, lift, push, pull,*

*and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing as much as 100 pounds 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, scaffolding and ramps of one or more stories above the ground. 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; 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, follow a schedule, and schedule duties for assigned staff. The employee must be able to process information quickly and make sound decisions. The employee is occasionally required to 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 regularly work in an indoor environment, including damp or wet areas with poor ventilation, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals/toxic conditions, fumes, and possible exposure to blood borne pathogens; working around and with machinery having moving parts; working at heights; performing physical labor. The noise level is loud.*

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

*Participate in employer mandated training and re-training programs.*

*Obtain and maintain in current status required licenses and certificates.*