

PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266

Notice of Public Meeting
August 5, 2014
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

1. Approval of Minutes—July 14, 2014

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of Eligibility List:**
 1. Health Care Specialist
 2. EDP/Preschool Teacher
- B. Approval of revised Job Descriptions *original and draft*:**
 1. Landscape Operations Worker
 2. Landscape Technician
 3. Landscape Crew Leader
 4. Swimming Pool Custodian

IV. MEETING SCHEDULE

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

July 14, 2014

The meeting was called to order at 1:46 a.m.

Attendees:

Commissioners: Cynthia Strand and Vida Holguin

Absent: Charles Southey

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

CSEA Representatives: None

Employees: None

I. APPROVAL OF MINUTES-July 7, 2014

- A. Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- B. Commissioners: None
C. Administration: None
D. Employees: None
E. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility List: - Instructional Assistant- IBI
1. Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

1. Next meeting August 5, 2014, 8:30am at District Office 1st floor conference room.

V. ADJOURNMENT-The meeting was adjourned at 1:50 p.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Health Care Specialist
Written Exam 6/26/14 Oral Exam 7/29/14**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 60%	Prom/Vet	Overall	Status
				PROMOTIONAL					
				OPEN					
	Jennifer	Patterson							
	Leslie	Hattingh							
	Cindy	DeLeon							
	Lawrence	Lizewski							
	Victoria	Powers							

Scoring:

Written: 40%
Oral: 60%

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of Certification:

Expiration Date: See status date

Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
EDP/PRESCHOOL TEACHER**

Testing dates 6/25/14, 7/14/14, 7/27/14

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall
PROMOTIONAL								
OPEN								
	Karen	Harns						
	Stacy	Wilder						
	Cynthia	Balderrama						
	Reham	Sadek						
	Desiree	Abel						
	Sharona	Peller						

Scoring:

Oral: 90%
App: 10%

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of Certification:

Expiration Date:

ORIGINAL

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

LANDSCAPE OPERATIONS WORKER

DEFINITION

Under supervision, to perform semi-skilled operation of powered grounds equipment, including large riding mowers, tractors, trucks, and trailers; to perform skilled grounds maintenance and athletic field preparation work; and to perform related work as required.

CLASS CHARACTERISTICS

Positions assigned to this class perform a wide range of grounds landscape maintenance duties. Most work is performed under the guidance of a crew leader or technician. Incumbents are expected to travel to work sites and perform scheduled work with minimum supervision. Incumbents are expected to use discretion in the performance of work which may interrupt instruction or present a safety hazard to staff and students.

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.

- Operate light and medium power driven mowers and grounds construction equipment. E
 - Mow and edge lawn areas, trim and prune trees and landscape. Under direction, mix and apply herbicides and pesticides. Lay sod, reseed, and fertilize lawns and fields. E
 - Trim trees and other vegetation with power driven tools. E
 - Wash, service, and maintain equipment, make minor adjustments to equipment, detect needed mechanical work and make repair requests. E
 - Request authorization to purchase parts and supplies. E
 - Perform daily vehicle inspection and drive light truck with trailer to transport grounds equipment. E
 - Load and unload equipment and materials. E
 - Prepare, grade, drag, and line athletic fields. E
 - Under direction, install and make routine repairs to irrigation systems. E
 - Clean drainage ditches, gutters, and catch basins. E
 - Perform simple record keeping of paperwork as needed. E
 - Communicate with district personnel to plan and coordinate work with other staff and school operations.
 - Under direction, perform masonry work (some positions).
 - Perform the full range of duties of the Operations Worker class, as assigned. E
 - Perform related duties 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.

LICENSE REQUIRED

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

QUALIFICATIONS

Knowledge of:

Operation, use, and maintenance of powered grounds equipment, tractors, and attachments;
Methods, materials, and tools used in groundskeeping work;
Appropriate safety precautions and procedures;

ORIGINAL

General mathematics.
Landscape Operations Worker - pg. 2

Ability to:

- Perform semi-skilled grounds equipment operation work, including the operation of tractors, trucks, and other rider mowers and attachments;
- Perform semi-skilled groundskeeping work;
- Use tools and equipment in an appropriate and safe manner;
- Perform calculations and mix chemicals and line athletic fields under direction;
- 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.

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.

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

Vision: (which may be corrected)
See small objects at a distance of 25'

Walk over uneven terrain

Use peripheral vision

Hearing: (which may be corrected)
Hear sounds which warn of potential danger

Analyze sounds of equipment operations

Have tolerance to be exposed to noisy conditions

Upper Body Mobility:
Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

ASSOCIATED TASKS

To perform tasks such as to:
avoid damage to grounds equipment and sprinkler equipment and to prevent injuries to staff and students
to perform groundskeeping and tree trimming duties
to operate vehicle and grounds equipment

To perform tasks such as to:
perform equipment operations in presence of children
hear sounds which warn of equipment malfunction
operate grounds equipment for prolonged periods each day

To perform tasks such as to:
Adjust, clean, and service grounds equipment and use grounds tools, make equipment adjustments, use tree trimming and grounds tools

ORIGINAL

Extend arms to reach outward and upward
load and unload equipment, trim trees, and
maintain grounds Use hands and arms to lift
objects

Turn, raise, and lower head

Twist and bend at torso

Lower Body Mobility:

Walk on even and uneven terrain

Climb stairs/ladders

Stand for prolonged periods of 2 hours

Sit for prolonged periods of 2 hours

Step over objects

Strength:

To lift, push, pull, and/or carry objects which
weigh as much as 50 pounds on a frequent basis
and 100 pounds on an occasional basis

Smell:

Distinguish strong odors which may warn of
equipment malfunction or danger

Environmental Requirements:

Exposure to sun, rain, and wind without
effective protection

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above
the ground

Work around fumes/odors and dirt/dust

Work independently

Work outside

Work inside

Mental Requirement:

Understand, interpret, and apply routine
information

Judgement

load and unload materials and equipment

observe area when operating equipment

load and unload materials, service equipment
and trim trees

To perform tasks such as to:

trim trees, load and unload materials and
equipment

trim trees and get on and off equipment

trim trees and perform groundskeeping tasks

mow large fields; drag fields

load and unload equipment and operate
grounds equipment

To perform tasks such as to:

load and unload equipment and material

To perform tasks such as to:

detect major equipment overheating or gasoline
leaks

To perform tasks such as to:

perform grounds equipment operations

clean and grease equipment and spray
herbicides and pesticides

trim trees and remove debris from roofs and
drain spouts

operate gasoline powered mowers and
equipment

perform scheduled mowing of large fields

perform equipment operations and
groundskeeping work

service equipment

To perform tasks such as to:

operate large power mowers

operate large mowers and construction

equipment in presence of children

ORIGINAL

**Learn quickly and follow verbal procedures and standards
follow schedule and perform unscheduled grounds tasks
Process information quickly and make quick decisions**

ensure safe use of equipment

**Other Conditions of Continued Employment:
Wear protective clothing/safety gear in accordance with established standards to operate power grounds equipment
Conform to a uniform code or dress standard
Obtain and maintain in current status the licenses and certificates listed on the class specification to operate vehicles and tow a trailer
Comply with rules and regulations of the Classified Service and provisions of labor agreement**

**Personnel Commission approved: 2/26/96
Board adopted: 10/25/95**



Manhattan Beach
Unified School District

Landscape 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:	June 1, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 17

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned supervisor(s), performs a variety of work involving maintenance and beautification of public access grounds, gardens, roadways, walkways, parking areas, and athletic fields. Works at a District administrative office location, or a school site where work direction, oversight and guidance are received from a Landscape Crew Leader, and the site administrator. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Landscape Operations Worker is an entry level position. The incumbent is fully qualified in grounds maintenance. In addition to demonstrating the competencies and abilities required of the position, the Landscape Operations Worker must demonstrate competency in landscape and grounds maintenance and beautification, an awareness of grounds safety, and preparing athletic fields. The Landscape Operations Worker 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 Landscape Crew Leader.
- Mows, edges, aerates, and performs spot re-seeding of lawns and athletic fields. Operates and cleans appropriate related equipment, which may include power walking and riding lawn mowers, edgers, aerators, seeders, common light duty trucks, grounds construction equipment and other motorized equipment requiring similar skill.

- Washes, services, and maintains equipment, make minor adjustments to equipment, detects needed mechanical work and make repair requests.
- Requests authorization to purchase parts and supplies.
- Performs light trimming and pruning of shrubs, hedges, and trees. Hoes weeds and rakes lawns and gardens.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties of athletic facilities.
- Assists with preparation of sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
- Keeps walkways, parking lots, campus slope areas and other public areas free of debris and trash.
- Programs and adjusts electronic irrigation time clocks and makes seasonal adjustments as needed.
- Applies fertilizers and herbicides to areas, under direction. Places posting where herbicides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Performs simple record keeping of paperwork as needed.
- Performs the full range of duties of the Operations Worker class, as assigned.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, use, and maintenance of powered grounds equipment, tractors, and attachments
- Procedures, methods and techniques of grounds and landscape maintenance and beautification
- Safe lifting techniques
- Health and safety regulations

- Techniques for safe handling, storage, and disposal of hazardous materials
- Proper and safe application of fertilizers and herbicides
- Routine setup, troubleshooting, and maintenance of sprinkler irrigation systems
- Basic math skills
- 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 with general supervision at an assigned school site or other District facility.
- Work independently and collaboratively with limited supervision; respond to emergencies
- Maintain lawns, athletic fields, and gardens
- Operate and service common grounds and landscape maintenance tools, equipment and vehicles including, but not limited to power riding lawn mowers, tractors, and trucks
- Plant, cultivate, prune, trim and care for plants, trees, and lawns
- Calculate fertilizer application amounts and apply them in a safe manner
- Identify common plant, insect and nutrient deficiencies
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Conform to uniform code or dress standard
- Operate and maintain tools and equipment in clean working order
- Operate a vehicle observing legal and defensive driving practices
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- Understand and carry out oral and written instructions in English
- 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, 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

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

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, and ramps of one or more stories above the ground. Employee must be able to walk up to 400 yards uninterrupted; carry lightweight tools and supplies 100 yards. 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 work occasionally 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 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, and possible exposure to blood borne pathogens; working around and operating 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.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

LANDSCAPE OPERATIONS TECHNICIAN

ORIGINAL

DEFINITION

Under general supervision, to perform skilled operation of powered grounds equipment, including large riding mowers, tractors, and trailers; to perform skilled grounds maintenance and athletic field preparation work; and to perform related work as required.

CLASS CHARACTERISTICS

Positions assigned to this class perform a wide range of grounds landscape maintenance duties. Most work is performed under the guidance of a crew leader. Incumbents are expected to travel to work sites and perform scheduled work without constant supervision. Incumbents are expected to use discretion in the performance of work which may interrupt instruction or present a safety hazard to staff and students. Incumbents install irrigation systems, which are preplanned and learn to make irrigation repairs. Positions in this class are differentiated from the Landscape Operations Worker – Entry Level.

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.

- Operate light and medium power driven mowers and grounds construction equipment. E
- Mow and edge lawn areas, trim and prune trees and landscape. Mix and apply herbicides and pesticides.
- Lay sod, reseed, and fertilize lawns and fields. E
- Trim trees and other vegetation with power driven tools. E
- Wash, service, and maintain equipment, make minor adjustments to equipment, detect needed mechanical work and make repair requests. E
- Request authorization to purchase parts and supplies. E
- Perform daily vehicle inspection and drive light truck with trailer to transport grounds equipment. E
- Load and unload equipment and materials. E
- Prepare, grade, drag, and line athletic fields. E
- Install and make routine repairs to irrigation systems. E
- Clean drainage ditches, gutters, and catch basins. E
- Perform simple record keeping of paperwork as needed. E
- Communicate with district personnel simple record keeping of paperwork as needed. E
- Perform masonry work (some positions).
- Perform the full range of duties of the Operations Worker class, 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.

ORIGINAL

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Operation, use, and maintenance of powered grounds equipment, tractors, and attachments; • Methods, materials, and tools used in groundskeeping work; • Appropriate safety precautions and procedures; • General mathematics. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Perform skilled grounds equipment operation work, including the operation of tractors, trucks, and other rider mowers and attachments; • Perform skilled groundskeeping work; • Use tools and equipment in an appropriate and safe manner; • Perform calculations and mix chemicals and line athletic fields; • 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 experience as a Landscape Operations Worker (entry level).

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>See small objects at a distance of 25 feet</p> <p>Walk over uneven terrain</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Avoid damage to grounds equipment and sprinkler equipment and to prevent injuries to staff and students</p> <p>To perform groundskeeping and tree trimming duties</p> <p>To operate vehicle and grounds equipment</p>

<p>Hearing: (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>To perform tasks such as to:</p> <p>Perform equipment operations in presence of children</p> <p>Hear sounds which warn of equipment malfunction</p> <p>Operate grounds equipment for prolonged periods each day</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</p> <p>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>Adjust, clean, and service grounds equipment and use grounds tools, make equipment adjustments, use tree trimming and grounds tools</p> <p>Load and unload equipment, trim trees, and maintain grounds</p> <p>Load and unload materials and equipment</p> <p>Observe area when operating equipment</p> <p>Load and unload materials; service equipment and trim trees</p>
<p>Lower Body Mobility:</p> <p>Walk on even and uneven terrain</p> <p>Climb stairs/ladders</p> <p>Stand for prolonged periods of 2 hours</p> <p>Sit for prolonged periods of 2 hours</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Trim trees, load and unload materials and equipment</p> <p>Trim trees and get on and off equipment</p> <p>Trim trees and perform groundskeeping tasks</p> <p>Mow large fields; drag fields</p> <p>Load and unload equipment and operate grounds equipment</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 50 pounds on a frequent basis and 100 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Load and unload equipment and material</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>Detect major equipment overheating or gasoline leaks</p>

<p>Environmental Requirements:</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work around fumes/odors and dirt/dust</p> <p>Work independently</p> <p>Work outside</p> <p>Work inside</p>	<p>To perform tasks such as to: ORIGINAL</p> <p>Perform grounds equipment operations</p> <p>Clean and grease equipment and spray herbicides and pesticides</p> <p>Trim trees and remove debris from roofs and drain spouts</p> <p>Operate gasoline powered mowers and equipment</p> <p>Perform scheduled mowing of large fields</p> <p>Perform equipment operations and groundskeeping work</p> <p>Service equipment</p>
<p>Mental Requirement:</p> <p>Understand, interpret, and apply routine information</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Process information quickly and make quick decisions</p>	<p>To perform tasks such as to:</p> <p>Operate large power mowers</p> <p>Operate large mowers and construction equipment in presence of children</p> <p>Follow schedule and perform unscheduled grounds tasks</p> <p>Ensure safe use of equipment</p>

Other Conditions of Continued Employment:

- Wear protective clothing/safety gear in accordance with established standards to operate power grounds equipment.
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates listed on the class specification to operate vehicles and tow a trailer.
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission approved: 9/95
 Board adopted: 10/25/95



Manhattan Beach
Unified School District

Landscape Operations Technician

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 15, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 19

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned supervisor(s), participates with a small team of Landscape Operation Technicians in the preparation and maintenance of grounds and athletic fields; maintenance and repair of sprinkler irrigation systems; and the construction of special landscaping or public use areas performing skilled operation of powered grounds equipment, including large riding mowers, tractors, and trailers. Oversight and guidance are received from a Landscape Crew Leader. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Landscape Operations Technician is the second level in a landscape career path. In addition to demonstrating the competencies and abilities required of the position, the Landscape Operations Technician must demonstrate competency in operating specialized equipment and in-depth knowledge of turf management, irrigation and horticulture. The Landscape Operations Technician will usually serve as part of a District-wide landscaping team, serving sites on a regularly scheduled basis, performing specific projects requiring advanced skill. Incumbents are expected to travel to work sites and perform scheduled work without constant supervision. Incumbents are expected to use discretion in the performance of work which may interrupt instruction or present a safety hazard to staff and students. The Landscape Operations 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 Landscape Crew Leader.
- Operates a variety of power-driven maintenance equipment including, but not limited to, large power mowers, sweepers, drop spreaders, tractors, aerators and use of paint striping machines.
- Installs, and may design new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Selects, plants, prunes and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. May serve as a resource on landscape and horticultural matters.
- Prepares and upkeeps special land uses such as athletic and general purpose fields, and pedestrian use areas. Operates equipment such as, but not limited to tractors, mowers, and an array of common power tools.
- Waters grounds areas. Sets up sprinkler systems and conducts repairs to assure continuous operation. Assists with construction and repair of irrigation systems.
- Mows large school campus areas using mowers. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
- Removes weeds, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms and replants lawn areas. Fertilizes turf and various landscaped areas.
- Installs, repairs, and replaces landscape irrigation systems, following and interpreting drawings, sketches, and verbal instructions. Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to sprinkler heads, electronic and hydraulic valves, and controllers.
- Applies fertilizers and herbicides to areas. Places postings where herbicides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Maintains work order records, lists, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on athletic fields.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- Requests authorization to purchase parts and supplies.
- Performs daily vehicle inspection and drive light truck with trailer to transport grounds equipment.
- Performs simple record keeping of paperwork as needed.
- Performs the full range of duties of the Landscape Operations Worker class as assigned.

- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, use, and maintenance of a full range of grounds maintenance equipment, including powered grounds equipment, tractors, and attachments
- Turf management and maintenance practices and techniques including those for athletic fields
- Local/regional horticulture and methods of planting, cultivation, pruning, and caring for plants, trees, and lawns
- Sprinkler and irrigation system design installation, operation and maintenance
- Basic knowledge of and skill at reading landscape drawings and specifications
- Proper and safe application of fertilizers and herbicides
- Safe lifting techniques
- Health and safety regulations
- Record keeping techniques
- Techniques for safe handling, storage, and disposal of hazardous materials
- Proper and safe application of fertilizers and herbicides
- Math skills
- 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 with general supervision at an assigned school site or other District facility
- Work independently and collaboratively as a part of a team with intermittent supervision; respond to emergencies
- Plant, cultivate, prune, and care for plants, trees, and lawns
- Use and apply herbicides safely and effectively
- Maintain lawns, athletic fields, and gardens
- Identify turf and other plant diseases and pests and take steps to mitigate or eradicate
- Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock
- Maintain accurate records
- Install, operate, maintain, and repair sprinkler and irrigation systems that include timing clocks
- Work varying schedules in support of projects and events
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- Conform to uniform code or dress standard
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out oral and written instructions in English
- 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 and two years of increasingly responsible landscaping experience. 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.

Current herbicide applicator's certificate or show proof of said certificate within three (3) months of employment.

Obtain and maintain in current status the licenses and certificates listed on the class specification to operate vehicles and tow a trailer.

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, and ramps of one or more stories above the ground. Employee must be able to walk up to 400 yards uninterrupted; carry lightweight tools and supplies 100 yards. 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 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 occasionally 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. 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, and possible exposure to blood borne pathogens; working around and operating 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.

LANDSCAPE CREW LEADER

DEFINITION

Under general supervision, to lead, guide, train, monitor, and motivate district grounds landscaping teams; to perform grounds construction, maintenance and gardening work; to operate power grounds maintenance and construction equipment; 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.

- Assign daily work to crew members;
- Assign, train, instruct, and monitor the work of Grounds Equipment Operators. E
- Demonstrate safe work procedures. E
- Inspect grounds for maintenance quality and repair needs; prepare inspection reports. E
- Design new irrigation systems, draw plans, prepare material list, and purchase approved equipment and materials; serve as a District liaison and resource for water/irrigation system inquiries. E
- Install, maintain, and repair water sprinkler and irrigation systems, water piping, and valves; dig trenches by hand and with trenchers to prepare for installation; measure, cut, and thread or cement pipes and connections; install heads, valves, and check devices; connect sprinkler systems to water supply; install, repair, and set automatic time clocks. E
- Maintain simple records and logs. E
- Examine work orders. E
- Perform daily inspection of vehicles for safety. E
- Visit school sites and administration center to motivate Landscape Equipment Operators to ensure proper performance of assigned work;
- Communicate with customers and team members to plan and schedule work and improve services. E
- Order supplies from vendors. E
- Receive and distribute supplies. E
- Perform the full range of tasks of the class of Landscape Operations Technician.
- Perform related work as required.

* Task 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.

QUALIFICATIONS

Knowledge of:

- Principles of leadership;
- Simple record keeping;
- Basic tools, materials, equipment, and practices of routine groundskeeping and grounds construction work;
- Pesticide, herbicide and fungicide application;
- Operation, use, and maintenance of power grounds equipment;
- Good work habits;
- Methods, materials, and tools used in groundskeeping and grounds construction work;
- Basic mathematics;
- Appropriate safety precautions and procedures.

Ability to:

- Plan, lay out, inspect, and correct work of others;
- Perform grounds construction, maintenance, and gardening work;
- Operate grounds equipment;
- Use hand and power tools of gardening, grounds construction, and groundskeeping work safely;
- Maintain accurate records;
- Use chemicals and fertilizers properly;
- Make calculations to mix chemicals and line athletic fields;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instruction;
- Establish and maintain effective relationships with those contacted in the course of work.

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 working-level experience performing concrete work, fence repair, grounds maintenance and gardening care duties involving the application of pesticides, herbicides and fungicides.

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

Vision: (which may be corrected)

See small objects at a distance of 25'

Walk over uneven terrain

Use peripheral vision

Distinguish shades of color

Hearing: (which may be corrected)

Hear sounds which warn of potential danger

Analyze sounds of equipment operations

Have tolerance to be exposed to noisy conditions

Speech:

Speak with a level of proficiency and volume to be understood over a telephone

Speak with a level of proficiency and volume to be understood in face-to-face public contact

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

Turn, raise, and lower head

Twist and bend at torso

Lower Body Mobility:

Walk on even and uneven terrain

Climb stair/ladders

Stand for prolonged periods of 2 hours

Sit for prolonged periods of 30 minutes

Step over objects

Strength:

To lift, push, pull, and/or carry objects which weigh as much as 50 pounds on a frequent basis and 100 pounds on an occasional basis

Stamina:

Walk prolonged distances

ASSOCIATED TASKS

To perform tasks such as to:

avoid damage to grounds equipment and sprinkler equipment and to prevent injuries to staff and students

perform groundskeeping and tree trimming duties

operate vehicle and grounds equipment

identify plant disease and illness

To perform tasks such as to:

perform equipment operations in presence of children

hear sounds which warn of equipment malfunction

operate grounds equipment for prolonged periods each day

To perform tasks such as to:

converse with site staff

give instructions to crew over noise of equipment and to coordinate work with site staff

To perform tasks such as to:

adjust, clean, and service grounds equipment and use grounds tools; make equipment adjustments; use tree trimming and grounds tools

load and unload equipment, trim trees, and maintain grounds

load and unload materials and equipment

observe area when operating equipment

load and unload materials, service equipment, and trim trees

To perform tasks such as to:

trim trees, load and unload materials and equipment

trim trees and get on and off equipment

trim trees and perform groundskeeping tasks

mow large fields; line fields

load and unload equipment and operate grounds equipment

To perform tasks such as to:

load and unload equipment and material

To perform tasks such as to:

mow, edge, and sweep

ORIGINAL

Landscape Crew Leader - pg. 3

Smell:

Distinguish strong odors which may warn of equipment malfunction or danger

Environmental Requirements:

Exposure to sun, rain, and wind without effective protection

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above the ground

Work around fumes/odors/dirt/dust

Work independently

Work outside

Work inside

Mental Requirement:

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

Understand and apply routine information

Math skills at basic arithmetic level

Analyzing

Coordinating

Judgement

Learn quickly and follow verbal procedures and standards

Process information quickly and make quick decisions

Decision-making

Other Conditions of Continued Employment:

- Wear protective clothing/safety gear in accordance with established standards to operate power grounds equipment.
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates listed on the class specification to operate vehicles and tow a trailer
- Comply with rules and regulations of the Classified Service and provisions of labor agreements to perform duties at school sites and in the presence of children

To perform tasks such as to:

detect major equipment overheating or gasoline leaks

To perform tasks such as to:

perform grounds equipment operation

clean and grease equipment and spray herbicides and pesticides

trim trees and remove debris from roofs and drain spouts

operate gasoline powered mowers and equipment

perform scheduled mowing of large fields

perform equipment operations and groundskeeping work

service equipment

To perform tasks such as to:

complete work orders, requisitions, and reports

perform equipment operation and work around students

perform simple measurements

plan and layout projects such as fences and landscaping

serve the needs of the district relative to human and equipment resources

operate equipment and perform groundskeeping at school sites and around children; determine priority

of projects and select methods, materials, equipment, and human resources

perform daily work tasks

operate equipment safely in the presence of children; give direction to crew

choose among a small number of alternatives

Personnel Commission approved: 9/95

Board adopted: 10/25/95



Manhattan Beach
Unified School District

Landscape 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:	June 16, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 23

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Maintenance and Operations and/or assigned supervisor(s), leads and participates with a small team of Landscape Operation Technicians in the preparation and maintenance of grounds and athletic fields; maintenance and repair of sprinkler irrigation systems; the construction of special landscaping or public use areas; performing skilled operation of powered grounds equipment, including large riding mowers, tractors, and trailers, and performing related work as assigned. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Landscape Crew Leader is the third and senior-level in a landscape career path. In addition to demonstrating the competencies and abilities required of the position, the Landscape Crew Leader must demonstrate the ability to lead, guide, train, monitor, and motivate a small team of Landscape Operations Technicians. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Landscape Crew Leader 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.
- Assigns daily work to crew members.

- Assign work orders verbally and/or in writing to Landscape Operations Technicians.
- Assigns, trains, instructs, and monitors the work of the Landscape Operations Technicians.
- Demonstrates safe work procedures.
- Inspects grounds for maintenance quality and repair needs; prepares inspection reports.
- Organizes, coordinates and leads the work of a Landscape Operations Technician team having a multi-site schedule or dedicated project (e.g. planting, heavy trimming, bush cutting).
- Operates a variety of power-driven maintenance equipment including, but not limited to, large power mowers, sweepers, drop spreaders, tractors, aerators and use of paint striping machines.
- Installs and designs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Selects plants, prunes and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. Serves as a resource on landscape and horticultural matters.
- Prepares and upkeeps special land uses such as athletic and general purpose fields, and pedestrian use areas. Operates equipment such as, but not limited to tractors, mowers, and an array of common power tools.
- Mows large school campus areas using mowers. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
- Removes weeds, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Designs new irrigation systems, draws plans, prepares materials list, purchases approved equipment and materials; serves as a District liaison and resource for water/irrigation inquiries.
- Installs, inspects, maintains and repairs water sprinkler and irrigation systems, water piping, electronic and hydraulic valves, and controllers. Installs, adjusts, maintains and repairs electronic timers.
- Applies fertilizers and herbicides to areas. Places postings where herbicides are being applied. Disposes of product containers per instructions and applicable environmental regulations.

- Maintains work order records, lists, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on athletic fields; orders supplies from vendors; receives and distributes supplies.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- Performs daily vehicle inspection.
- Visits school sites and administration center to motivate Landscape Operations Worker and Landscape Operations Technicians to ensure proper performance of assigned work.
- Performs simple record keeping of paperwork as needed.
- Communicates with site administrators and team members to plan and schedule work and improve services.
- Performs the full range of duties of the Landscape Operations Technician class.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of leadership, training and providing work direction
- Operation, use, and maintenance of a full range of grounds maintenance equipment, including powered grounds equipment, tractors, and attachments
- Turf management and maintenance practices and techniques including those for athletic fields
- Local/regional horticulture and methods of planting, cultivation, pruning, and caring for plants, trees, and lawns
- Sprinkler and irrigation system design installation, operation and maintenance
- Basic knowledge of and skill at reading landscape drawings and specifications
- Proper and safe application of fertilizers and herbicides
- Safe lifting techniques
- Health and safety regulations
- Record keeping techniques
- Techniques for safe handling, storage, and disposal of hazardous materials.
- Proper and safe application of fertilizers and herbicides
- Math skills to calculate distances, proportions, and sums
- 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
- Give general work training and guidance to Landscape Operations Technicians
- Assign and review the work of others; prioritize and schedule work; meet schedules and timelines

- Work independently and collaboratively as a part of a team, with intermittent supervision; respond to emergencies
- Plant, cultivate, prune, and care for plants, trees, and lawns
- Use and apply herbicides safely and effectively
- Organize work orders and sequence the work of other Landscape Operations Technicians in the interest of efficiency; assign work orders verbally and/or in writing
- Maintain lawns, athletic fields, and gardens
- Identify turf and other plant diseases and pests and take steps to mitigate or eradicate
- Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock
- Maintain accurate records
- Install, operate, maintain, and repair sprinkler and irrigation systems that include timing clocks
- Work varying schedules in support of projects and events
- 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.
- Understand and carry out oral and written instructions in English
- 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 and three years of increasingly responsible landscaping experience performing in areas such a routine grounds and landscape maintenance, operation of landscaping and excavating equipment, having specialized knowledge of landscaping and horticultural techniques, experience in the installation and repair of sprinkler systems. A minimum of six months of experience in a lead capacity is desirable. 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.

Current herbicide applicator's certificate or show proof of said certificate within three (3) months of employment.

Obtain and maintain in current status the licenses and certificates listed on the class specification to operate vehicles and tow a trailer.

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, and ramps of one or more stories above the ground. Employee must be able to walk up to 400 yards uninterrupted; carry lightweight tools and supplies 100 yards. 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; 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 occasionally 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. 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, and possible exposure to blood borne pathogens; working around and operating 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.

ORIGINAL

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
SWIMMING POOL CUSTODIAN

DEFINITION

Under supervision, to perform a variety of unskilled and semi-skilled maintenance and repair work on swimming pools, facilities, and related equipment; 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.

Troubleshoot pumps, filters, heaters, vacuum pumps, valves, and other pool systems; repair and service chlorine pumps and check operating condition of pool equipment for safety. E

Take readings of pool water chemistry and condition such as temperature and acid, and add chemicals, as appropriate. E

Remove pool covers, clean decks, drains, tiles, bottom, and sides of pool using vacuums and brushes; drain pools for acid bath. E

Operate electric cart observing appropriate safety precautions.

Perform the full range of duties of the Operations Worker class.

Order materials from vendors.

Clean locker rooms.

Sweep parking lots and campus.

Perform related duties 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.

QUALIFICATIONS

Knowledge of:

Proper methods, tools, and equipment used in swimming pool maintenance;
Basic principles of electricity, plumbing, and hydraulics applicable to pumps, vacuums, chlorinators, and pool heaters;
Swimming pool chemistry for water purity maintenance;
Shop mathematics applicable to swimming pool maintenance;
Simple record keeping;
Appropriate safety precautions and procedures.

ORIGINAL

Ability to:

- Use tools, equipment and materials needed for pool maintenance;
- Use pool maintenance chemicals in a safe and appropriate manner;
- Perform shop mathematics applicable to pool maintenance and water chemistry;
- Acquire skill quickly in work requiring mechanical ability;
- Maintain tools and equipment used and assigned in clean working order, providing proper security;
- Maintain simple records;
- Swim sufficiently to recover from fall into pool;
- 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.

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 swimming pool maintenance duties, and completion of formal or informal training in swimming pool chemistry water maintenance or a closely related field.

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

Smell:	To perform tasks such as to:
Distinguish strong odors which may warn of equipment malfunction or danger	detect gas leaks or the smell of pool water chemicals
Environmental Requirements:	To perform tasks such as to:
Exposure to sun, rain, and wind without effective protection	clean decks and pool
Exposure to harsh chemicals/toxic conditions	add chemicals to pool water
Work around fumes/odors	add chemicals to pool water
Work independently	perform all tasks unless a repair requires additional workers

ORIGINAL

Work outside

clean pools and decks, to test water, and to remove pool covers

Work inside in poor ventilation

make repairs and check pool equipment operation

Mental Requirement:

To perform tasks such as to:

Math skills at general arithmetic

determine volume of water and calculate liquid and solid measures

Judgement

work alone around water, operating equipment, and chemicals

Learn quickly and follow verbal procedures and standards

perform assigned duties

Other Conditions of Continued Employment:

Wear protective clothing/safety gear in accordance with established standards

Comply with rules and regulations of the Classified Service and provisions of labor agreement



Manhattan Beach
Unified School District

Swimming Pool Custodian

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations/Plant Manager
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	May 1, 2014
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 18

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned supervisor(s), cleans, maintains and repairs assigned District swimming pool(s) and related equipment to ensure safe and sanitary conditions; ensures compliance with the County Health Department standards; assists Operations Workers and performs a variety of routine maintenance duties as assigned, and performs related work as required. Work direction, oversight, and guidance are received from a Plant Manager, Operations Crew Leader, and the site administrator(s). General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Swimming Pool Custodian is a service level position. The incumbent must have a working-level experience performing swimming pool maintenance duties, and completion of formal or informal training in swimming pool chemistry water maintenance or a closely related field. In addition to demonstrating the competencies and abilities required of the position, the Swimming Pool Custodian 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.

- Maintains assigned District swimming pool(s) on a regular basis; brushes and vacuums pool(s), hoses down surrounding decks, backwashes filters for water clarity and keeps pumps clear, and strainers free of debris.

- Conducts daily inspections of pool water for proper chemical balances; conducts chemical tests of water; applies chemicals as appropriate to maintain proper pH and chemistry levels; determines if pool water is safe for student use.
- Inspects, maintains, repairs and replaces a variety of pool-related equipment including vacuums, mixers, pumps, motors, filters, valves, piping, tubing and gauges; troubleshoots chlorinator problems.
- Maintains safety equipment in operational condition; assures chlorine gas mask filter is current; installs plumbing for pools and related equipment.
- Performs a variety of pool maintenance duties on a periodic basis including acid-washing assigned pools, changing filters, removing and replacing electrical circulating pumps and motors; cleans, overhauls and repairs chlorinators.
- Drives electric cart. Performs daily vehicle inspection.
- Responds to emergency and non-emergency calls as needed.
- Works from verbal and written instructions, sketches, and work orders.
- Coordinates the cleaning and repair of pool(s) and equipment with various departments and outside contractors.
- Meets with County Health Department officials during mandated pool inspections to provide information or receive instructions for compliance; maintains pool maintenance records for review by the County Health Department; posts health and safety signs on pool deck.
- Updates supervisor on work of contractors and work crews, and status of projects.
- Maintains and cleans other assigned pool facilities, locker rooms and bathrooms.
- Checks schedule on a daily basis for special events and set ups.
- Performs the full range of duties of the Operations Worker class.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Proper methods, procedures, materials, tools and equipment used in the maintenance and operation of swimming pools and semi-skilled maintenance repair work
- Basic cleaning methods, uses and applications of cleaning materials
- Basic principles and practices of plumbing and electricity
- Principles of water flow
- Health and safety regulations
- Applicable laws, codes, rules and regulations related to assigned activities
- Record-keeping techniques

- Basic math
- Proper chemistry of swimming pool water
- Proper lifting techniques
- Basic work practices related to Operations Worker position
- 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:

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Swim
- Work independently and collaboratively with limited supervision; respond to emergencies
- Clean, maintain and repair assigned District swimming pool(s) and related equipment to ensure safe and sanitary conditions
- Inspect, install, maintain, repair and replace a variety of pool equipment
- Maintain proper chemistry of swimming pool water
- Operate a variety of hand and power tools
- Observe health and safety regulations
- Interpret, apply and explain applicable laws, codes, rules and regulations
- Conform to uniform code or dress standard
- Operate a vehicle observing legal and defensive driving practices; drive an electric cart
- Plan and organize work to meet schedules and timelines, on a daily basis
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing in English
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others, including site administrator(s) and swimming coaches
- Make mathematical calculations; maintain accurate records
- Perform work assignments on varying shifts as needed

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. One year of experience in the operation and maintenance of commercial swimming pools. 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

Possession of a valid California C Driver's license throughout employment in a position in this classification.

Current pool operator's certificate or show proof of said certificate within three (3) months of employment.

Valid First Aid and CPR certificates issued 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, 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 swim. 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, meters and gauges, 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 or 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, fumes, acids, chlorine, and possible exposure to blood borne

pathogens; working around and with machinery having moving parts; working at heights; working around water; performing physical labor; driving a vehicle to conduct work; wear protective clothing/safety gear in accordance with established standards. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.