

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

Notice of Public Meeting  
September 2, 2014  
8:30 a.m.  
1<sup>st</sup> floor conference room  
District Office

## AGENDA

### I. CALL TO ORDER

1. Approval of Minutes—August 5, 2014

### II. WRITTEN AND ORAL COMMUNICATION

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

### III. ACTION ITEMS

#### A. Approval of Eligibility List:

1. School Office Manager
2. Instructional Assistant, IBI

#### B. Approval of revised Job Descriptions *original and draft*:

1. Plant Manager-High School
2. Food Service Supervisor
3. Landscape Operations Technician
4. Landscape Crew Leader

### IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, October 7, 2014, 8:30am at District Office, first floor conference room.

### 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**

August 5, 2014

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

Attendees:

|                              |   |
|------------------------------|---|
| <u>Commissioners:</u>        | Cynthia Strand and Charles Southey  |
| <u>Absent:</u>               | Vida Holguin  |
| <u>District Staff:</u>       | Carolyn Seaton, Executive Director, Human Resources,<br>Monica Ford, HR Technician and Anna Frankel, HR<br>Technician |
| <u>CSEA Representatives:</u> | None  |
| <u>Employees:</u>            | Rod Jorgensen   |

**I. APPROVAL OF MINUTES-July 14, 2014**

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

**II. WRITTEN AND ORAL COMMUNICATION**

- B. Commissioners: None
- C. Administration: Ms. Seaton stated HR is busy hiring and preparing for Employee Orientation.
- D. Employees: None
- E. Citizens: None

**III. ACTION ITEMS**

- A. Approval of Eligibility List: Health Care Specialist
  - 1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- B. Approval of Eligibility List: EDP/Preschool Teacher
  - 1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- C. Approval of *Revised* Job Description: Landscape Operations Worker
  - 1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

D. Approval of *Revised* Job Description: Landscape Technician

1. Rod Jorgensen and Board members requested clarification of statement added to description "Current herbicide applicator's certificate or show proof of said certificate within three (3) months of employment". Ms. Seaton stated she will do so and bring back to Board for approval.

E. Approval of *Revised* Job Description: Landscape Crew Leader

1. Rod Jorgensen and Board members requested clarification of statement added to description "Current herbicide applicator's certificate or show proof of said certificate within three (3) months of employment". Ms. Seaton stated she will do so and bring back to Board for approval.

F. Approval of *Revised* Job Description: Swimming Pool Custodian

1. Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

**IV. MEETING SCHEDULE**

1. Next meeting September 2, 2014, 8:30am at District Office 1<sup>st</sup> floor conference room.

**V. ADJOURNMENT**-The meeting was adjourned at 8:45a.m.

**Eligibility List**  
**SCHOOL OFFICE MANAGER**  
**Written Exam 7/30/14, Performance Exam 8/4/14 Oral Exam 8/21/14**

| No.                | First     | Last      | Written | Written @<br>30% | Perf | Perf @ 40% | Oral | Oral @ 30% | Prom/Vet |
|--------------------|-----------|-----------|---------|------------------|------|------------|------|------------|----------|
| <b>PROMOTIONAL</b> |           |           |         |                  |      |            |      |            |          |
| 1                  | Isabel    | Giovati   |         |                  |      |            |      |            |          |
| 2                  | Christine | Schiraldi |         |                  |      |            |      |            |          |
| 3                  | Robin     | Viveros   |         |                  |      |            |      |            |          |
| 4                  | Yvonne    | Wilson    |         |                  |      |            |      |            |          |

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION  
Written Exams 7/24/14 & 8/12/14 Oral Exams 8/4/14 & 8/29/14**

| No.         | First    | Last     | Written | Written @<br>30% | Oral | Oral @<br>60% | App | App @<br>10% | Expires   |
|-------------|----------|----------|---------|------------------|------|---------------|-----|--------------|-----------|
| <b>OPEN</b> |          |          |         |                  |      |               |     |              |           |
| 1           | Young-Mi | Ashworth |         |                  |      |               |     |              |           |
| 2           | Joy      | McKenzie |         |                  |      |               |     |              | 9/26/2014 |
| 3           | Julie    | Caldwell |         |                  |      |               |     |              |           |
| 4           | Jamie    | Morgan   |         |                  |      |               |     |              |           |
| 5           | Melissa  | Loza     |         |                  |      |               |     |              |           |
| 6           | Lauren   | Litke    |         |                  |      |               |     |              |           |
| 7           | Dante    | Anton    |         |                  |      |               |     |              |           |

**Scoring:**

Written: 30%  
Oral: 60%  
App: 10%

**Type of Exam:**

( ) Open  
(X) Open and Promotional  
( ) Promotional

**Expiration Date:**  
see dates above

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**PLANT MANAGER – HIGH SCHOOL**

*Director & MFO*

**DEFINITION** – Under direction of the ~~Operations Supervisor~~, is responsible for the custodial operations and activities of the school site; coordinates with site administrators and operations teams in the planning, supervision and oversight of site facilities to ensure their cleanliness, safety and upkeep; monitors custodial equipment and supply needs; carries out District-approved policies and procedures related to cleaning and the use of equipment and tools; and performs 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 work to Operations Crew Leader and custodial personnel.
- Supervise custodial work.
- Work with the Operations Supervisor in the selection of custodial employees.
- Help develop work schedules and adjust schedules to cover unusual situations.
- Demonstrate the use of custodial supplies, equipment and tools to newly assigned personnel.
- Supervise, assign, direct and may participate in setting up school facilities for special events, activities and programs such as, but not limited to, athletic events, dances, meetings and civic center activities.
- Supervise the set up and operation of the public address system, auditorium and stage lighting.
- Be familiar with the operation of athletic scoreboard.
- Give assistance to individuals and groups using District facilities for programs and activities.
- Inspect the work and equipment of assigned personnel to see that District cleaning standards and cleaning frequencies are maintained in accordance with District policies and procedures.
- Prepare performance appraisal reports and take necessary action to achieve improvements in cases of employee discipline where work is not satisfactory.
- Inspect building and grounds to insure security, safety, sanitation and fire prevention safeguards.
- Report violations, vandalism, theft and fire and contact proper authority for assistance.
- Understand and become familiar with emergency procedures.
- Coordinate with Operations Supervisor in the training and instruction of custodial personnel in safety and emergency procedures.
- Supervise the unlocking and locking of buildings and gates; raising, lowering and care of flags.
- Order, receive, account, store and inventory custodial supplies and equipment.
- Inspect and report the need for maintenance repairs.
- Assist fire and other inspectors in conducting their inspections.
- Supervise preventative maintenance duties.
- Confer and cooperate with school personnel, administrators and the public regarding the utilization of facilities and equipment for special programs and activities.
- Supervise the cleaning maintenance operations for swimming pool and understand the operation of all related swimming pool equipment.
- Understand and assist in layout and preparation of athletic fields for activities and events.
- Operate all custodial equipment, tools and power sweeper and care for same.
- Review and submit time reports.
- Perform related duties as assigned.

**QUALIFICATIONS**

|  |   |
|--|---|
| <b>Knowledge of:</b> <ul style="list-style-type: none"><li>• Modern methods, materials and equipment used in custodial work;</li><li>• Maintaining school buildings and grounds in a safe, clean and orderly condition;</li><li>• General principles applicable to minor repairs;</li><li>• General fire safety and security regulations for school facilities;</li><li>• Principles of swimming pool cleaning, operations and maintaining health standards;</li><li>• Modern principles of employee training and supervision;</li></ul> | <b>Ability to:</b> <ul style="list-style-type: none"><li>• Use cleaning materials and equipment with skill and efficiency; E</li><li>• Perform physical labor; E</li><li>• Train and supervise directly and through subordinates a staff of custodial personnel</li><li>• Maintain records and reports; E</li><li>• Maintain and enforce District work standards; E</li><li>• Evaluate performance of custodial employees; E</li><li>• Prepare and conduct performance appraisals in a timely manner; E</li></ul> |
|--|---|

- Record keeping and report writing;
- Techniques and principles of public relations;

- Revise work schedules temporarily to meet changing needs and emergencies; E
- Understand, explain and carry out oral and written instructions; E
- Climb ladders and perform work above floor height; E
- Operate power sweeper; E
- Establish and maintain cooperative working relationships with students and all others contacted in the course of work; E
- Present a positive image of the school district to the public; E

**TRAINING AND EXPERIENCE** - Three years of experience in custodial work, two years of which shall have been in supervisory or lead capacity, preferably in a school district. Education should be equivalent to completion of the twelfth grade or any combination supplemented by supervisory training courses and/or custodial training courses.

**LICENSE**

A valid California driver's license is required. CPR and Red Cross training desirable.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

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

| PHYSICAL DEMANDS   | ASSOCIATED TASKS  |
|--|---|
| <p><b>Vision:</b> (which may be corrected)</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 :</b> (which may be corrected)</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, and 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>Lower body mobility:</p> <p>Walk 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>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>Work around fumes/odors</p>   | <p><b>To perform tasks such as to:</b></p> <p>Detect possible gas leaks</p> <p>In the use of paint and cleaning products</p>  |
| <p><b>Adhere to Environmental Requirements:</b></p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work outside</p> <p>Work inside</p>  | <p><b>To supervise tasks such as to:</b></p> <p>Sweep, vacuum, and clean</p> <p>Work cooperatively with others; supervise, instruct, and monitor work of School Operations Team Leaders</p> <p>Clean walls and lunch area</p> <p>Supervise 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 instruction</p> | <p><b>To supervise 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 supervise 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
- Personnel Commission Revised: 1/8/96





Manhattan Beach  
Unified School District

## Plant Manager—High School

|  |   |
|--|---|
| Department/Division:                   | Maintenance and Operations  |
| Reports To:                            | Director of Maintenance and Operations                              |
| Provides Direction To:                 | Operations Workers, Operations Crew Leader, Swimming Pool Custodian |
| FLSA Exemption Status:                 | Supervisory   |
| Date Prepared:                         | April 17, 2014  |
| Date Approved by Personnel Commission: |   |
| Date Adopted by Board:                 |   |
| Salary Range:                          | B-07  |

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under the direction of the Director of Maintenance and Operations, the Plant Manager—High School, and in coordination with the high school administrator(s), plans, organizes, supervises, coordinates and participates in the custodial and building maintenance activities of an assigned high school site; ensures the proper care, cleaning and maintenance of the assigned facility; inspects buildings and consults with District Maintenance and Operations (M & O) administrators to coordinate and prioritize work projects; trains, supervises and evaluates the performance of assigned personnel. Ensures compliance with applicable laws, codes, ordinances, regulations, policies and procedures.

#### **DISTINGUISHING CHARACTERISTICS**

The Plant Manager—High School supervises the larger operation worker crews at the high school. The Plant Manager—High School must demonstrate skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicating effectively with the Operations Crew Leader, the Operations Workers and the Swimming Pool Custodian. The incumbent must demonstrate the ability to lead larger crews and lead major cleaning projects.

#### **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.

- Plans, prioritizes, and carries out the day-to-day custodial services at a high school. Coordinates, assigns, participates in, and inspects the work of the Operations Crew Leader,

assigned Operations Workers, and Swimming Pool Custodian, and provides communications to the daytime staff or maintenance on matters needing attention.

- Ensures the proper and efficient maintenance and repair of District buildings and facilities; oversees work in progress and ensures proper completion of work orders and contracts.
- Coordinates with the Operations Crew Leader in the orientation and training of Operations Workers and Swimming Pool Custodian in work methods, best and safe practices, and emergency procedures.
- Consults with and assists District custodial, maintenance, grounds personnel, administrators and outside agencies, including individuals and groups, to coordinate, prioritize and schedule work projects, student activities, events and athletics.
- Supervises, assigns, directs, and may participate in setting up school facilities for special events, activities and programs such as, but not limited to, athletic events, dances, meetings, and community events.
- Understands and assists in the layout and preparation of the athletic fields for activities and events; knows how to operate the athletic scoreboard.
- Conducts inspections of buildings and grounds to ensure security, safety, sanitation and fire prevention safeguards; reports violations, vandalism, theft and fire and contacts proper authority for assistance; reports on incomplete work or maintenance needs.
- Assists fire and other inspectors in conducting their inspections.
- Supervises the unlocking and locking of buildings and gates.
- Supervises the cleaning maintenance operations for the swimming pool and understands the operation of all related swimming pool equipment.
- Trains, supervises and evaluates the performance of assigned staff; prepares performance appraisal reports and recommends disciplinary or other action as necessary.
- Develops and prepares work schedules; reviews, prioritizes and coordinates duties and assignments to ensure effective work flow and facility operations.
- Determines needed equipment, materials and supplies for maintenance operations; requisitions a variety of supplies, maintenance tools and equipment; assures proper receipt of ordered materials.
- Prepares and maintains records, logs and reports related to daily operations, inspections, inventory, work orders, time reports, vandalism, safety materials and assigned activities.
- Communicates with Director of Maintenance and Operations regarding issues that arise regarding staff or the operation of the Department of Maintenance and Operations.

- Assumes responsibility for the total operations of District-wide custodial operations and activities in the absence of the Director of Maintenance and Operations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- In-depth knowledge of methods, materials, tools, and equipment used in custodial, grounds keeping, all athletic venues, and general maintenance work
- Considerable skill in using the full range of equipment used in custodial work
- Applicable state, county and city laws, codes and regulations related to fire, health, safety and maintenance operations, including custodial and grounds maintenance, to ensure that buildings and facilities are maintained in a safe, clean and orderly condition
- Knowledge of and skill at using a computer, iPad, and assigned software
- Basic math skills
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation
- Detailed record-keeping and report preparation techniques
- Oral and written communication skills in English
- Interpersonal skills using tact, patience and courtesy, including human relations skills to supervise others and resolve issues

### **Ability to:**

- Perform all essential duties of the position
- Work independently with little direction
- Schedule, assign and provide input regarding the work of the Operations Workers, the Operations Crew Leader, and the Swimming Pool Custodian
- Plan, organize, schedule, assign and review building, custodial and grounds maintenance work and projects
- Train, supervise and evaluate personnel in a timely manner
- Inspect buildings and facilities to identify maintenance, repair and safety needs
- Operate and maintain hand and power tools and equipment
- Drive an electric cart, District and/or personal vehicle
- Observe safe work practices
- Prioritize, plan, and coordinate work to meet deadlines
- Read, interpret, apply and communicate policies, procedures, laws, codes and regulations
- Communicate effectively both orally and in writing in English
- Prepare a variety of detailed records and reports related to assigned activities
- Maintain accurate records
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written directions in English

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

Educational attainment equivalent to a high school diploma or its recognized equivalent, required; *supplementary supervisory training courses and/or custodial training courses,*

*preferred. Three years experience in custodial work, two years of which shall have been in supervisory or lead capacity, preferably in a school district.*

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

A valid California Driver's license and proof of insurance.

Personal vehicle to move to and from other work locations as assigned and as needed.

The employee must be available for on-call, stand-by, and emergency call services.

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, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use basic mathematical skills and mathematical reasoning. 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. Employees must drive a vehicle to conduct work.*

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

Participate in employer mandated training and re-training programs.

*The employee may work variable hours and is subject to call-out given emergency conditions.*

# MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

## FOOD SERVICE SUPERVISOR

### DEFINITION

Under the direction of the Director of Food Services, the Food Service Supervisor coordinates the operation of the District's central kitchen, and catering. Assists staff in the performance of their assigned duties.

### CLASS CHARACTERISTICS

This is a full first-level supervisor class. Incumbents assign, schedule, monitor, train, check and correct the work of assigned staff; participate in the selection of personnel; advise subordinates of standards of performance, observe and document performance, and prepare periodic and special evaluations of performance. Incumbents prepare supporting documentation and recommend employee recognition and discipline; process formal and informal grievances; counsel employees on matters related to performance and employment status; develop work procedures of the unit; make oral and written directives; interpret, enforce and apply policies and regulatory requirements controlling the work of the unit. Incumbents must be prepared to participate fully in the full range work of the central kitchen.

### 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.

- Plans, organizes, and supervises the food service operation following established procedures.
- Coordinates the activities of the central kitchen, satellite sites and catering staff.
- Assumes responsibility for timely delivery of all necessary food and supplies to all serving locations.
- Orders appropriate quantities of food and supplies and assure proper storage and authorized use of same.
- Checks goods received against requisitions and invoices and contacts warehouse personnel or direct-delivery vendors to correct errors.
- Assumes responsibility for the quality and quantity of foods prepared and portions control.
- Follows approved housekeeping and safety practices to assure that sanitary and safe conditions are maintained in the kitchen, food serving areas and in dining areas.
- Maintains high standards of sanitation and safety involving the receipt, storage, handling, preparation and service of food.
- Prepares, forwards and maintains detailed records and reports required by the Food Service Department including production plans/records and reports pertaining to inventory, personnel, and the number of meals prepared/served.
- Participates in selection of food service personnel.
- Provides on-the-job training to develop maximum efficiency and safety.
- Supervise the food service staff by preparing work schedules, assigning and directing work, enforcing work production standards, evaluating work performance, and recommending disciplinary action when necessary.

- Supervises and participates on an emergency basis in the preparation, cooking and service of food for students and staff.
- Assure that menus meet the meal requirements specified by the U.S. Department of Agriculture and the state that standardized recipes, approved price schedules and portion controls are followed.
- Tests, develops and standardizes recipes to assure compliance with district, state, and/or federal nutritional requirements.
- Follows prescribed procedures to protect the anonymity of students who qualify for free or reduced price meals.
- Utilizes cost control procedures to avoid unwarranted food service operating costs and to stay within budgeted funds.
- Initiates requests for equipment repairs or replacement.
- Plans, orders and supervises preparation of food items for catering events.
- Works for harmonious relationships with school personnel, parents and students.
- Assumes responsibility for the total operation of Food Services in the absence of the Director.
- Performs other work related duties as required or assigned.

**RESPONSIBLE TO:** The Director of Food Services

**QUALIFICATIONS**

|  |   |
|--|---|
| <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Principles and methods of planning, preparing and serving meals in large quantities according to appropriate sanitation and safety procedures.</li> <li>• The use and care of large food preparation equipment.</li> <li>• Health and safety rules and regulations pertaining to operation of an institutional food service operation, including appropriate sanitation procedures.</li> <li>• Principles and techniques of supervision including motivation and team building skills.</li> <li>• Basic knowledge of nutrition as it applies to school age children.</li> <li>• Principles of cost control and records.</li> <li>• Basic math.</li> </ul> | <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Use a computer to assemble and analyze data.</li> <li>• Plan, organize and direct the work of food service personnel.</li> <li>• Organize, schedule and direct the operation of a large-scale food preparation program.</li> <li>• Estimate and order appropriate quantities of supplies needed for use in preparation of daily lunch and breakfast menus.</li> <li>• Prepare high quality food in quantity and to prepare required servings within budget limitations.</li> <li>• Operate standard and specialized food service equipment.</li> <li>• Lift or move objects weighing up to 40 pounds.</li> <li>• Keep accurate records and prepare written reports such as production/distribution work sheets and inventories.</li> <li>• Analyze situations and adopt effective courses of action; regularly meet schedules and timelines.</li> <li>• Understand and implement both oral and written directions.</li> <li>• Operate a motor vehicle in a safe manner.</li> <li>• Establish and maintain cooperative-working relationships with those contacted in the course of work.</li> </ul> |
|--|---|

|  |   |
|--|---|
| <p><b>Speech: (cont.)</b></p> <p>Speak with a level of proficiency and volume to be understood in conditions of high noise level</p>   | <p><b>To perform tasks such as to:</b></p> <p>Direct employees while food service machines are operating</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</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><b>To perform tasks such as to:</b></p> <p>Make change and complete forms</p> <p>Store food and inventory supply room</p> <p>Prepare ingredients</p> <p>Observe and direct workers</p> <p>Serve food on serving line</p> |
| <p><b>Lower Body Mobility:</b></p> <p>Walk on even surfaces</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>Accomplish duties in a kitchen area</p> <p>Put food away</p> <p>Complete food preparation duties; observe operations</p> <p>Move safely around kitchen</p>                    |
| <p><b>Strength:</b></p> <p>To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis</p>  | <p><b>To perform tasks such as to:</b></p> <p>Conduct inventory; transport products to serving lines</p>  |
| <p><b>Smell:</b></p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p> <p>Distinguish odors</p>  | <p><b>To perform tasks such as to:</b></p> <p>Operate food service equipment</p> <p>Detect spoiled food</p>   |
| <p><b>Environmental Requirements:</b></p> <p>Constant work interruptions</p> <p>High noise level</p>   | <p><b>To perform tasks such as to:</b></p> <p>Respond to questions, receive deliveries and direct food service workers</p> <p>Work with food service machines</p>   |



|  |   |
|--|---|
|  | <p><b>Ability to: (cont.)</b></p> <ul style="list-style-type: none"> <li>• Supervise, train and evaluate the work performance of the food service staff, student employees or volunteers.</li> <li>• Read and write at the level required for successful job performance.</li> <li>• Make arithmetic computations.</li> </ul> |
|--|---|

**TRAINING AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of positions in this classification. Such education and experience would typically be gained as follows: Three (3) or more years of experience in food service management, as well as related formal training and /or Bachelor’s Degree.

**LICENSE**

Possession and maintenance of a valid California driver’s license.

**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 normal print</p> <p>Distinguish shades of color</p>  | <p><b>To perform tasks such as to:</b></p> <p>Read recipes and complete forms</p> <p>Detect spoiled food</p>   |
| <p><b>Hearing:</b> (which may be corrected)</p> <p>Understand speech over a telephone</p> <p>Hear sounds which warn of potential danger</p> <p>Have tolerance to be exposed to noisy conditions</p>             | <p><b>To perform tasks such as to:</b></p> <p>Take phone orders and order supplies</p> <p>Operate food service machines</p> <p>Work around food service machines</p> |
| <p><b>Speech:</b></p> <p>Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p> | <p><b>To perform tasks such as to:</b></p> <p>Take phone orders and order supplies</p> <p>Direct employees</p>   |

|   |   |
|---|---|
| <p><b>Environmental Requirements: (cont.)</b></p> <p>Frequent and extreme changes in temperature/temperature extremes</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed in confined spaces</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p> | <p><b>To perform tasks such as to:</b></p> <p>Transport food in and out of walk-in-freezer</p> <p>Sanitize and clean food area and equipment</p> <p>Transport materials to and from freezer</p> <p>Perform duties with minimum direction and in absence of director</p> <p>Coordinate food preparation and direct workers</p> <p>Accomplish duties in kitchen</p>   |
| <p><b>Mental Requirement:</b></p> <p>Read, write, understand, interpret, and apply routine information</p> <p>Judgement</p> <p>Math skills at basic level</p> <p>Listen</p> <p>Demonstrate</p> <p>Give verbal/written instruction</p> <p>Write/compose at a basic level</p>                               | <p><b>To perform tasks such as to:</b></p> <p>Prepare reports; read guidelines</p> <p>Make on-the-spot decisions to substitute food, change worker assignments, and respond to emergency</p> <p>Convert units of measurement; prepare sales reports effectively plan and assign work to food service worker</p> <p>Understand employee concerns</p> <p>Model appropriate methods of accomplishing duties</p> <p>Assign work</p> <p>Develop recipe; write simple memos</p> |

**Other Conditions of Continued Employment:**

- Speak English at a conversational level
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Approved by Personnel Commission: 9/27/93  
 Adopted by Board of Trustee: 10/13/93  
 Revised: 2/26/96



Manhattan Beach  
Unified School District

## Food Service Supervisor

|                                       |                           |
|---------------------------------------|---------------------------|
| Department/Division:                  | Food Services             |
| Reports To:                           | Director of Food Services |
| Provides Direction To:                | Food Service Personnel    |
| FLSA Exemption Status:                | Supervisory               |
| Date Prepared:                        | July 30, 2014             |
| Date Approved by Personnel Commission |                           |
| Date Adopted by Board:                |                           |
| Salary Range:                         | B-08                      |

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under the general supervision of the Director of Food Services, the Food Service Supervisor plans, organizes and manages the food production and operations at an assigned pre-school, elementary, middle school or high school kitchen site; performs a variety of technical tasks relative to the operation and coordination of the District-wide food service program; train, supervise and evaluate performance of assigned staff.

#### **DISTINGUISHING CHARACTERISTICS**

The Food Service Supervisor classification is the full first-level supervisor class. Incumbents assign, schedule, monitor, train, check and correct the work of assigned staff; participate in the selection of personnel; advise subordinates of standards of performance, observe and document performance, and prepare periodic and special evaluations of performance. Incumbents prepare supporting documentation and recommend employee recognition and discipline; process formal and informal grievances; counsel employees on matters related to performance and employment status; develop work procedures of the unit; make oral and written directives; interpret and enforce and apply policies and regulatory requirements controlling the work of the unit. Incumbents must be prepared to participate fully in the full range of work of the assigned kitchen. In addition to demonstrating the competencies and abilities required of the position, the Food Service Supervisor 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.

- Plan, organize, coordinate, supervise and participate in the food service operations and activities at an assigned kitchen site; analyze operations and recommend improvements.

- Ensure proper distribution control and security of monies collected using an electronic point of sale system.
- Plan and coordinate food production and distribution following state and federal rules and regulations.
- Evaluate the effectiveness of equipment utilization, workload, and menu planning; suggest improvement in food preparation methods, personnel assignments, practice, procedures and planning as appropriate.
- Plan work schedules; train, supervise and evaluate the performance of assigned staff; interview and select employees; recommend transfers, reassignment, termination and disciplinary action; review and monitor employee time sheets.
- Oversee student helpers.
- Supervise the planning and preparation of menus, including the use of established standardized recipes to meet budget objectives and federal and State guidelines.
- Lead and participate in portion control and the wrapping, arranging and storing of foods; established a systemized procedure for the rotational use of foodstuffs, supplies and materials.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria and kitchen; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of detailed reports and records including inventory, requisitions, daily reports, menu planning and production sheets.
- Confer with Cook and Satellite Kitchen Operator I regarding cafeteria and kitchen needs; conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintain Federal and State standards.
- Operate a variety of equipment and machines used in a commercial kitchen; operate a computer.
- Attend meetings related to food service operations and activities; communicate and implement procedures for effective cooperation between food service staff and administration, faculty, students and parents for breakfast and lunch programs, field trips, special activities, community affairs and emergency disaster feeding.
- Communicate with Director of Food Services regarding issues that arise regarding staff or food service operations at the kitchen site.
- Perform the full range of duties of the Satellite Kitchen Operator I.
- Assume responsibility for the total operation of Food Services in the absence of the Director.

- Perform related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and methods of quantity food service preparation, serving and storage
- Sanitation and safety practices related to handling, cooking, baking and serving food
- Methods of preparing and serving food in large quantities. Methods of adjusting and extending recipes and proper substitutions
- Principles and practices of supervision and training
- Proper methods of storing equipment, materials and supplies
- Standard kitchen equipment, utensils and measurements (weights and measures)
- Health and safety regulations
- Detailed record-keeping and report preparation techniques
- Advanced math and cashiering skills
- Inventory techniques
- Oral and written communication skills in English
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and other office equipment

### **Ability to:**

- Perform all essential duties of the position
- Work independently with little direction
- Plan, organize, coordinate, supervise and participate in the food service operations and activities at an assigned kitchen site
- Prepare and serve food in accordance with health and sanitation regulations
- Train, supervise and evaluate personnel
- Operate and maintain food service machines and equipment
- Prepare attractive, appetizing and nutritious meals for students and staff
- Follow, adjust and extend recipes
- Understand and follow oral and written directions in English
- Communicate effectively both orally and in writing
- Prepare a variety of detailed records and reports related to assigned activities
- Plan and organize work to meet schedules and timelines
- Interpret, apply and explain policies, procedures, rules and regulations related to assigned activities
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work
- Observe and follow health, safety and sanitation requirements
- Operate a cash register or point of sale computer; make change accurately; operate a Tellermate money counting machine
- Operate a computer utilizing standard office, financial and school food service related software programs

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

Educational attainment equivalent to a high school diploma or its recognized equivalent, supplemented by college level coursework in food services management, nutrition or quantity cooking. Minimum of three (3) years experience in preparing and serving large quantities of

food in a commercial food operation such as a restaurant, hospital or school environment, with at least one (1) year in a lead or supervisory capacity.

A Bachelor's Degree in nutrition, quantity cooking or food service management may be substituted for one year of the supervisory experience.

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

A valid California Driver's license and proof of insurance.

Personal vehicle to move to and from other work locations as assigned and as needed.

Current ServSafe Management Certificate.

### **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. 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. The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

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, student allergy notifications, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use advanced mathematical skills and mathematical reasoning. The employee must be able to work independently and supervise others. 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 kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are regularly subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; working around knives, slicers or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The noise level is occasionally loud. Employees must drive a vehicle to conduct work.

## **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.

## MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

### LANDSCAPE OPERATIONS TECHNICIAN

#### 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.



## **QUALIFICATIONS**

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

## **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.

| <b>PHYSICAL DEMANDS</b>   | <b>ASSOCIATED TASKS</b>   |
|---|---|
| <p><b>Vision:</b> (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><b>To perform tasks such as to:</b></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> |

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|--|---|
| <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>Hear sounds which warn of equipment malfunction</p> <p>Operate grounds equipment for prolonged periods each day</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</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><b>To perform tasks such as to:</b></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><b>Lower Body Mobility:</b></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><b>To perform tasks such as to:</b></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><b>Strength:</b></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><b>To perform tasks such as to:</b></p> <p>Load and unload equipment and material</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>Detect major equipment overheating or gasoline leaks</p>  |

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|--|--|
| <p><b>Environmental Requirements:</b></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><b>To perform tasks such as to:</b></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><b>Mental Requirement:</b></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><b>To perform tasks such as to:</b></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.

*Incumbent must successfully obtain the herbicide applicator's certificate within six (6) months of employment. The District will provide all incumbents in this job class with the training and certification program required to obtain the certification one time during each certification period.*

*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 for prolonged periods at one time while holding tools and supplies. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.*

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

#### **MENTAL DEMANDS**

*While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions,*

*product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. 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 ground 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.

### **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

**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



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.

*Incumbent must successfully obtain the herbicide applicator's certificate within six (6) months of employment. The District will provide all incumbents in this job class with the training and certification program required to obtain the certification one time during each certification period.*

*Obtain and maintain in current status the licenses and certificate 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 for prolonged periods at one time while holding tools and supplies. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.*

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

### **MENTAL DEMANDS**

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

### **WORK ENVIRONMENT**

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

*Employees work 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.*

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