

**Notice of Public Meeting
February 3, 2015
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - January 6, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. DISCUSSION ITEMS

- A. Discuss Merit System Rules to possibly include the option of having meetings via electronically.**

IV. ACTION ITEMS

A. Approval of Eligibility Lists:

1. Campus Security
2. Food Service Assistant I
3. Instructional Assistant- Physical Education
4. Instructional Assistant – IBI
5. Accountant

B. Approval of New and/or Revised Job Descriptions:

1. (New Management Position) Coordinator of Theater Operations and Facility Permits
2. (Formerly) Building Trades Specialist – Stage Manager, (New Job Description) Theater Technician
3. (Formerly) Building Maintenance Helper- Limited Term, (New Job Description) Theater Technician Assistant- Limited Term

V. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, March 3, 2015, 8:30am at District Office, first floor conference room.

VI. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

January 6, 2014

The meeting was called to order at 8:34a.m.

Attendees:

Commissioners: Cynthia Strand and Charles Southey

Absent: Vida Holguin

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

CSEA Representatives: none

Employees: none

I. CALL TO ORDER

1. Approval of Minutes-December 2, 2014

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

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: None
- C. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility List:

1. Instructional Assistant- Special Education

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

IV. MEETING SCHEDULE

Next regular meeting is scheduled for February 3, 2015, 8:30am.

- V. ADJOURNMENT-**The meeting was adjourned at 8:40a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Campus Security
Written Exam 1/15/15**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App
OPEN							
1	STEPHEN	BIGGERSTAFF					
2	ROBERT	MACKAY					
3	WILL	ALFARO					
4	ANDREW	BOEGER					
5	RAYMOND	POLK					
6	MARCEL	CAMPELL					
7	JAMES	BRANLEY					
8	DIANA	FOUNA					

Scoring:

Written: 40%

Oral: 40%

App/Resume: 20%

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

Eligibility List
Instructional Assistant - Physical Education
Test Date: 1/6/15 & 1/13/15

No.	First	Last	Written	Written @ 37.5%	App	App @ 25%	Oral Exam	Oral Exam @ 37.5%	Prom/ Vet	Overall
OPEN										
1	CINDY	DELEON								
2	RICHARD	JARVIS								
3	SHANNON	HORNBECK								
4	ABRAHAM	PEREZ								
5	ANDREW	SIEGEL								
6	ANTONIA	TRINIDAD								

Scoring:

Written: 37.50%
 App/Resume: 25%
 Oral: 37.50%

Type of Exam:

Open
 Open & Promotion:
 Promotional

Date of Certification:

Expiration Date:

See dates l

Approved: _____

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exams 10/9 Oral Exams 10/13

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall
OPEN										
1	Katelyn	Rotondo								
2	Maria	Salazar								
3	Kailee	Wright								
4	Leilani	Odell								
5	Jose	Ubod								
6	Lisa	Kersenboom								

Scoring:

Writer 30%
 Oral: 60%
 App: 10%

Type of Exam:

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

Personnel Commission

Eligibility List

Accountant

Test Date 1/6/15, 1/11/15, 1/26/13 Oral Interviews 1/28/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 25%	Performance Test	Performance 25%
Open								
1	LOUISE	GOLD						
2	EDGAR	HERNANDEZ						
3	MAUREEN	GANT						

Scoring:

Written: 40%
Oral: 25%
Performance: 25%
App: 10%



Manhattan Beach
Unified School District

**Coordinator of Theater
Operations
And Facility Permits**

DRAFT

Department/Division:	Business Services
Reports To:	Assistant Superintendent, Business Services/ Administrative Designee
Provides Direction To:	Theater Operations Staff
FLSA Exemption Status:	Supervisory
Date Prepared:	January 26, 2015
Date Adopted by Personnel Commission	
Date Adopted by Board:	
Salary Range:	Management Salary Schedule

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general direction of the Assistant Superintendent of Business Services or administrative designee, oversees and manages the use and maintenance of the theater and performance facilities, the auditorium and Multipurpose Room (MPR), at Mira Costa High School; promotes, contracts, manages and coordinates, community, commercial and non-profit rentals; assists in marketing and coordinating the use of performance facilities for large special events; coordinates with the rental permit office and oversees the use of District performance venues by external users; supervises, schedules and reviews the work activities of assigned staff; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Coordinator of Theater Operations and Facility Permits is responsible for rental permits for performing arts venues at Mira Costa High School, and advises Maintenance and Operations and other District sites regarding rental permits and staffing for their performance venues. The Coordinator of Theater Operations and Facility Permits interfaces with a wide array of individuals and groups to provide maximum student utilization as well as community and/or private access.

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 statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Participates in the development, coordination and maintenance of the District’s master calendar of events for theater and performing arts facilities, including scheduling, event planning, operation and maintenance.
- Manages Mira Costa High School performance venues and advises and oversees events at other MBUSD performing arts facilities, as needed.

- Coordinates requirements for performances including load-ins, rehearsals, performances and strikes, and supervision of back stage and front of the house crews.
- Prepares, recommends and implements guidelines related to the use and operation of both facilities as well as other auditoria with the District as may be assigned with regard to joint use agreements.
- Confers with site administrative staff to determine on campus uses of performing arts facilities.
- Confers with community group representatives, professional entertainers, event planners and others regarding facility usage, availability of equipment and scheduling of dates.
- Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion.
- Designs, drafts, and oversees proper lighting, sound, rigging and staging for a wide variety of performances; may make minor repairs/and or construction to sets, scenery and props, as needed; monitors the cleanliness and general appearance of the auditoriums; oversees and provides technical training, advice and support to users regarding theatrical lighting, sound, and staging applications.
- Trains, schedules, and supervises, assigned theater operations staff, non-technical employees, and student workers and student crew to provide technical production support, including the proper cleaning, repair, operation, and storage of sound, lighting, and staging equipment, and ushering support.
- Supervises and evaluates the performance of assigned staff with the site administrator; assigns and reviews work and participates in the selection of new personnel, including substitutes, as assigned.
- Develops and implements effective customer service standards.
- Reads, interprets and applies applicable District policies, municipal codes, environmental and safety regulations. Instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of facilities and equipment (e.g., lighting, sound, communication, draperies and seating).
- Acts as liaison with event organizers and staff to arrange details for rehearsals and performances.
- Oversees marketing and promotion of the facilities; distributes information regarding the facilities and campus to interested parties and encourages their use.
- Resolves production and facility usage problems.
- Receives, inspects and arranges for the proper storage of theatrical equipment; maintains records of and conducts periodic inventories of such equipment.

- May personally operate lights, sound and other equipment during rehearsals and production, as needed.
- Maintains accurate records and files; prepares reports, correspondence and other written materials related to the work.
- Conducts pre- and post- event meetings with staff and clients.
- Conducts tours of facilities for prospective clients and provides estimated costs; under supervision of the Assistant Superintendent, prepares and negotiates contracts for use of facilities.
- Prepares and maintains an annual budget and a five-year plan.
- Conducts facility inspection before and after events ensuring that event set-up complies with event organizer plans and safety regulations; prepares document and cost estimates for building or equipment damage.
- Acts as liaison with security, medical, usher, stagehand, police and other event personnel; inspects auditoriums and communicates with local fire department to ensure compliance with fire regulations.
- Works closely with site administrative staff to maintain positive, cooperative working relationships in coordinating all uses of District performance facilities, specifically synchronizing and managing campus related events and parking with non-school-hours users of the facilities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including exhibit and trade shows, concerts, theatrical productions, educational and other events
- Technical, operational and maintenance requirements for theater productions including lighting, sound and scenery, and stage operations, including rigging, sound, lighting, projection and set construction
- Event layout and floor space planning
- Custodial operations in a public assembly facility
- Parking, food and beverage concession operations
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Laws and regulations governing public assembly facilities and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws
- Principles and practices of supervision and training
- Organizational and time management skills

- Principles and practices of effective crowd control, security, safety and risk management practices
- Principles and practices of public assembly management and booking procedure
- Principles of facility marketing and sales techniques, public relations, facility rates, fees and related procedures
- Operates a variety of office equipment including a computer, an iPad, and assigned software
- Cash handling, audit and accountability techniques
- Budget preparation and oversight, cost containment techniques and cost center accounting, profit and loss analysis and effective revenue management methods
- Educational goals and objectives related to performing arts for children
- Vocal and instrumental music, theater and dance, and their effective promotion, advertising, performance and presentation

Ability to:

- Perform all essential duties of the position
- Work with the Director of Maintenance Operations and the staff
- Read, understand and interpret building, event and equipment blueprints
- Review and evaluate working drawing and sketches
- Interpret and execute directors' and designers' requests
- Operate computerized: electrical, hydraulic and manual lighting, sound, set, scenery and stage equipment
- Analyze and solve administrative problems and make sound recommendations
- Work with multiple and frequently changing deadlines; work evenings, weekends, holidays; be flexible
- Interpret, apply and explain policies, rules and District, facility and procedural guidelines
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Communicate effectively both orally and in writing in English
- Interpret and apply contract language including legal terminology for event permits
- Plan, assign, direct, coordinate, review and evaluate the work of paid and volunteer staff
- Operate a personal computer, with knowledge of software programs for scheduling, budget, record keeping, preparing reports, and event planning
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Work independently under general supervision
- Communicate and deal openly and effectively with employees, staff and the public, achieving results through positive human relationships
- Operate a computer, iPad, and other office equipment
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.
- Attend planning meetings and serve as technical consultant for productions
- Drive a vehicle

Education/Training/Experience:

Bachelor's degree from a four-year college or university, with a major in theatrical production, or a closely related field is preferred; minimum of five (5) years of progressively responsible professional/educational theater management experience, as well as technical experience, including three or more years of school district facility management, staff supervision, and contract administration experience is required.

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Licenses, Certificates; Special Requirements:

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance are required, as well as availability of private transportation or ability to provide transportation between District sites as needed/required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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. 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, crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to operate a motor vehicle and drive from place to place.

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, printed material, instructions and safety information; read and interpret technical specifications and budgetary data; read and interpret blueprints and working drawings; consider facility use needs, including potential business and educational applications; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, vendors, contractors, consultants, technical advisors, the public 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 mathematical skills and mathematical reasoning; determine how to schedule work assignments; work with frequent interruptions; work under intensive deadlines. 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 work regularly in an indoor environment, including damp, wet, slippery areas and oily surfaces, confined areas, exposure to extreme changes in temperature/temperature extremes, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold

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or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; operating lifts; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud. Weekend, holiday and irregular work hours are required. Strict deadlines must be met when preparing for events. Responding to emergency maintenance needs may be required.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

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MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

BUILDING TRADES SPECIALIST

Carpenter
Painter
Glazier
Stage Manager
Locksmith

ORIGINAL

DEFINITION

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

CLASS CHARACTERISTICS

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

EXAMPLE OF DUTIES

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

All Positions:

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

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

Carpenter:

- Troubleshoot, diagnose, and repair roof leaks, doors, cabinets, furniture, walls, and other carpentry-related facilities and appurtenances. E
- Take down and put up bulletin boards, clocks, shelves, chalkboards, and similar devices. Repair and replace cabinet hardware. E
- Construct walls, partitions, counters, handrails, and other facilities and appurtenances made of wood and related materials; hang doors and ceilings.
- Dig holes, pour cement, put new posts in ground, put up new rails, lay tiles. E

Locksmith:

- Install, troubleshoot, remove, and repair locks, panic bars, closers and related devices; on hardware such as doors, gates, and windows. E
- Cut keys on machine, and use power tools and drills. E
- Inventory and maintain key control records. E
- Repair student lockers.
- Open and re-key locked automobiles.

Painter:

- Prepare room or area for painting; scrape, sand, seal, and patch; mask and cover floor, furniture, and computers, and move furniture. E
- Mix and match paint, and apply paint to designated areas using sprayers, rollers, brushes and other necessary tools and methods.
- Mask, sandblast, and paint graffiti off walls. E
- Make signs and nameplates. E
- Paint lines, arrows and other markings on parking lots, playgrounds, walkways and curbs.
- Strip, sand, and refinish cabinets and shelves.

Glazier:

- Install, troubleshoot, remove, repair and finish glass and plastic materials for doors, windows, mirrors, skylights and related structure. E
- Repair and replace metal, molding and sash. E

Stage Manager:

- Instruct, guide, and monitor work of students in set construction and set-up, scene design, lighting, audio and video, rigging, curtains, and other theater equipment. E

- Set-up audiovisual equipment for District facilities. Troubleshoot and make minor repairs to audiovisual equipment. E
 - Confer with instructional personnel to prepare plans for theater productions sets, audio, visual, lighting, etc. E
 - Organize materials and equipment needed for auditorium functions, recommend materials and equipment purchases, and maintain adequate inventory of frequently needed supplies. E
 - Serve as stage/function manager for scheduled events, ensuring proper operation of emergency equipment and compliance with health and safety codes and standards; during performance execute light, sound, cues, set placement systems, and plans; troubleshoot technical systems problems. 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 of California Driver's License is required as a condition of continued employment.

TRAINING AND EXPERIENCE

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

QUALIFICATIONS

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

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

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet</p> <p>Distinguish shades of color (Carpenter and Painter)</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read and research manuals and catalogs for maintenance and repairs</p> <p>Troubleshoot safety controls and relays</p> <p>Distinguish between color to mix paint and match material</p> <p>Operate district vehicle in keeping with defensive driving practices</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Use and maintain power equipment and identify malfunctions</p> <p>Determine operating efficiency and need of repair</p> <p>Perform duties in equipment rooms; operate saws and drills for extended periods</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Coordinate activities, maintain safety, confer with site staff, and contact vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Install, repair, operate, and maintain equipment and manipulate necessary tools and hoists</p> <p>Load, unload, and transport necessary tools and materials</p> <p>View machinery, equipment and fixtures from different angles, and work in small spaces</p>

<p>Lower Body Mobility:</p> <p>Walk on uneven terrain, walk on even surfaces</p> <p>Climb stairs/ladders (Carpenter, Painter, Glazier)</p> <p>Bend at waist</p> <p>Crawl</p> <p>Stoop</p> <p>Stand for prolonged periods</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Transport equipment, material and tools to and from vehicle</p> <p>Install ceiling tile, repair roof, paint above arm's reach, and repair skylights</p> <p>Lift and transport tools and materials</p> <p>Repair flooring, paint molding</p> <p>Transport and lift equipment; service appliances</p> <p>Paint, replace windows, construct cabinets, repair lockers</p> <p>Travel to work sites; make repairs at or near floor area</p> <p>Make equipment accessible</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 80 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Mix concrete, lift and carry building material</p>
<p>Stamina:</p> <p>Climb flights of stairs</p>	<p>To perform tasks such as to:</p> <p>Reach work site, tools, and material locations; make numerous trips from roof to ground levels</p>
<p>Smell:</p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p>To perform tasks such as to:</p> <p>Check for burning motors and fire</p>
<p>Environmental Requirements:</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work around fumes/odors, dirt/dust (Carpenter, Painter, Glazier)</p>	<p>To perform tasks such as to:</p> <p>Work on rooftop, perform exterior painting</p> <p>Work with fiberglass insulation, use paint, thinner, stain, etc.</p> <p>Repair rooftop; paint high surfaces</p> <p>Paint, thinner, and bonding materials, work in enclosed, dusty environments when cutting wood, sanding, and cutting window materials (Carpenter, Painter, Glazier)</p>

<p>Environmental Requirements: (cont.)</p> <p>Work independently</p>	<p>To perform tasks such as to:</p> <p>Complete most tasks where two workers are not required</p>
<p>Mental Requirements:</p> <p>Read, write, understand interpret, and apply moderately complex information</p> <p>Math skills at high school proficiency level</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p>	<p>To perform tasks such as to:</p> <p>Read and interpret technical manuals and catalogs</p> <p>Plan installations, understand technical manuals, and make measurements</p> <p>Work around students and handle equipment in a safe manner</p> <p>Comply with district standards for safety</p> <p>Choose a proper solution amongst a range of possible solutions</p>

Other Conditions of Continued Employment:

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

Adopted: 10/26/95



**Building Trades Specialist—
Stage Manager
Theater Technician**

Department/Division:	Maintenance and Operations/Building Trades Specialist—Stage Manager Professional Administrative & Related Classes
Reports To:	Coordinator of Theater Operations and Facility Permits
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 8, 2015
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 24

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Coordinator of Theater Operations and Facility Permits supports theater operations rentals and school programs; provides on-site technical, house and facility support for all events in the auditorium and the Multi-Purpose Room (MPR) located on the campus of Mira Costa High School (MCHS) and other venues as needed; and performs related work as assigned. General direction, supervision, and evaluation are provided by the Coordinator of Theater Operations and Facility Permits.

DISTINGUISHING CHARACTERISTICS

The positions assigned to the Building Trades Specialist class require journey-level experience, competency and physical abilities in connection with the essential duties and responsibilities of the position. The Theater Technician provides and oversees the technical needs and components for performances, events and related functions in a school performing arts center environment. Incumbents are assigned to perform duties independently or as a team member in other trades in the Building Trades Specialist classes, as needed. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials, procedures and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe manner, which complies with District and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Building Trades Specialist Theater 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 Coordinator of Theater Operations and Facility Permits
- Oversees and provides theater technical services for school, District and community performing arts and special events for the purpose of providing information regarding safety, facility maintenance and use, and theater activities.
- Prepares light, audio, and other production systems for events for the purpose of operating such systems during events with responsibility to independently make artistic judgments, interpreting requirements and anticipating and resolving problems in order to accomplish successful presentations.
- Coordinates the use of technical equipment with groups using venues; supervising, training and assisting District personnel, students and community users for the purpose of ensuring safe operation and protection of theater/performance equipment.
- Provides technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards; ensures student safety.
- Monitors inventory levels of supplies and equipment as necessary for the purpose of assisting in ordering, receiving and maintaining inventory of supplies and materials.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs routine maintenance on assigned equipment as necessary for the purpose of assisting in arranging for major repairs if needed and troubleshooting system problems.
- Assists in maintaining inventory of theater items for the purpose of providing security of tools, equipment, supplies, props and sets in theater.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Communicates with school or District personnel and outside agencies for the purpose of exchanging information and resolving issues or concerns.
- Works closely District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities, and specifically, synchronizing and managing campus related events and parking with users of facilities.
- Acts as a site representative during special events at District facilities.
- Drives a vehicle to conduct work.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods, techniques, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events
- Operating equipment used in theater production, adhere to safety practices, and plan/manage theatrical projects
- Technical, operational and maintenance requirements for theater productions including light, sound, audio/video and other production systems
- Principles of sound transmission and amplification
- Compose a variety of documents and /or facilitate group discussions
- Solve practical problems
- Concepts of stage production and support
- Stage operations including rigging, sound, lighting, set construction and other production systems; stage lighting, stage machinery, use and basic repair of stage equipment
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Laws and regulations governing public assembly facilities and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws
- Organizational and time management skills
- Establish and maintain cooperative and effective working relationships with others; customer service principles and techniques
- Office equipment including a computer, an iPad, and assigned software
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position
- Perform theatrical work skillfully and in a timely manner
- Operate computer-based lighting and sound control in a theatrical setting; operate all production systems including video/audio, stage rigging, machinery and production equipment
- Read, understand and interpret building, event and equipment blueprints
- Review and understand working drawings and sketches
- Interpret and execute director and designer requests
- Interpret and apply technical terminology when working with external users, crew and maintenance personnel
- Work under limited supervision following standardized practices and/or methods
- Meet deadlines and schedules, work under time constraints and frequently work nonstandard hours
- Adhere to theater and technical safety practices
- Provide technical oversight and training to student theatrical crew members to ensure that safety practices are understood and employed at all times
- Lead, guide and/or coordinate others
- Communicate effectively both orally and in writing in English
- Attend technical planning meetings
- Understand and follow oral and written instructions in English
- Understand with sensitivity and awareness, the cultural diversities and needs of student and their environment with the communities encompassed by the District
- Work independently and collaboratively as a part of a team, with intermittent supervision
- 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 (2) years preferred of increasingly responsible experience in technical theater, and oversight of theater operations and stage production. Must have experience in stage lighting, sound and rigging experience; providing technical guidance to student crews and theater operations staff, desired. 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 Class C California Driver's License, acceptable driving record, and evidence of insurance are required.

Must drive to various locations and District sites.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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. 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, crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to operate a motor vehicle and drive from place to place.

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, printed material, instructions and safety information; read and interpret technical specifications and budgetary data; read and interpret blueprints and working drawings; consider facility use needs, including potential business and educational applications; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, vendors, contractors, consultants, technical advisors, the public 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 mathematical skills and mathematical reasoning; determine how to schedule work assignments; work with frequent interruptions; work under intensive deadlines. The employee must be able to work independently with minimal supervision. 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 work regularly in an indoor environment, including damp, wet, slippery areas and oily surfaces, confined areas, exposure to extreme changes in temperature/temperature extremes, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; operating lifts; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud. Weekend, holiday and irregular work hours are required. Strict deadlines must be met when preparing for events. Responding to emergency maintenance needs may be required.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

BUILDING MAINTENANCE HELPER - Limited Term Only

DEFINITION - Under direct supervision, to perform a variety of entry level duties in the maintenance, alteration, and repair of structures, equipment, mechanical systems and utilities; and to do other related work as directed.

CLASS CHARACTERISTICS: - Positions in this class work primarily at an entry level. Semi-skilled level maintenance work may be assigned when work is well structured, where consequence of error is low, or where a journey-level trades person is readily available. Routine, repetitive assignments are made through work orders and involve limited direct supervision. (Note: New or more involved assignments are normally discussed with supervisor and/or laid out.) Incumbents may work on teams, work individually or work in support of a journey-level trade person.

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.

- Under supervision and direction work in support of a trades person, or participate as part of a maintenance or preventative maintenance team in repairing, building or otherwise maintaining school buildings and district grounds equipment. E
- Repair sinks, toilets, drinking fountains, dishwashers, and other equipment used in schools; use plunger and snake. E
- Operate jackhammer to break concrete and asphalt; dig ditches and trenches; weld fencing and chain.
- Clean plugged drains and flush sewer lines. E
- Perform scheduled preventive maintenance of fans, compressors, pumps, motors, and heating, and air conditioning systems, by oiling, greasing, packing, cleaning, and replacing filters.
- Make minor roof repairs replacing shingles and other roofing materials.
- Inspect and adjust ventilating systems and thermostats to ensure proper temperature and air flow.
- Install, repair and replace dispensers, plaques, pictures, signs, and basketball backboards. E
- Install and repair playground equipment, construct sandboxes; fill sandboxes with sand; replace swing seats. E
- Make minor electrical repairs such as replacing ballasts, light fixtures, fuses, fixtures, socket drop cords, and switches. E
- Mix, pour, and finish concrete; repair fencing; make asphalt repairs.
- Maintain and make minor repairs to furniture, cabinets, and other equipment; move furniture. E
- Repair holes, scrape, sand, fill, or otherwise prepare surfaces for painting or repainting. E
- Make minor lock repairs, repair items such as drapery rods, gates, hinges, and door closures.
- Perform routine window and mirror installation as necessary.
- Replace ceramic and acoustical tile; make carpet seam repairs. E
- Perform daily safety inspection of vehicles and operate vehicle to and from school sites, public office and vendor locations obeying traffic laws and observing defensive driving practices; fuel and clean vehicles. E
- Perform the duties of an Operations Worker. E
- Perform related duties as assigned. E

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

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

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.

QUALIFICATIONS

ORIGINAL

Knowledge of:

- General work practices
- English usage;
- Basic mathematics and measurement;
- Appropriate safety precautions and procedures.

Ability to:

- Learn semi-skilled general maintenance work, including at least one of the following: heating and air conditioning, welding, electrical, plumbing, carpentry, locksmith, painting and glazier;
- Use with skill the tools, test equipment, construction equipment, and materials involved in maintaining schools and grounds;
- Perform simple mathematics;
- Maintain accurate records;
- Read and write at a level of proficiency required for job success;
- Maintain tools and equipment used and assigned in clean working order, providing proper security; Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

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 3'
Use peripheral vision

Hearing: (which may be corrected)
Hear sounds which warn of potential danger
Analyze sounds of equipment operation
Have tolerance to be exposed to noisy conditions

Speech:
Speak with a level of proficiency and volume to be understood

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 to view machinery from different angles, work in small spaces from different angles.

Lower Body Mobility:
Walk on uneven terrain
walk on even surfaces
Climb stairs/ladders
Bend at waist

ASSOCIATED TASKS

To perform tasks such as to:
install and repair lighting, fixtures
operate district vehicle in keeping with defensive driving practices

To perform tasks such as to:
maintain equipment and identify malfunctions
determine operating efficiency and need of repair
perform duties in equipment rooms, classrooms, and playground areas

To perform tasks such as to:
coordinate activities with other workers

To perform tasks such as to:
install, repair, operate, and maintain equipment and manipulate necessary tools

load, unload, and transport necessary tools, materials
Turn, raise, and lower head, twist and bend at torso

To perform tasks such as to:
transport equipment, material, and tools to and from vehicle; to dig trenches
transport materials to roof; replace ceiling tile
lift and transport tools and materials

Lower Body Mobility (cont.):

Stoop

Stand for prolonged periods of up to 1 hour

Sit for periods of 15 minutes or longer

Step over objects

Strength:

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

Stamina:

Climb flights of stairs

Environmental Requirements:

High noise level

Exposure to sun, rain, and wind without effective protection

Exposure to harsh chemicals/toxic conditions

Work performed at considerable heights above the ground

Work performed in confined spaces

Work around dirt/dust

Work independently

Work cooperatively with others

Work inside

pour concrete and asphalt; repair fencing

Mental Requirement:

Read, write, understand routine information

Math skills at high school proficiency level

Analyzing

Judgement

Learn quickly and follow verbal procedures and standards

Decision-making

Other Conditions of Continued Employment:

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

Personnel Commission approved: 2/26/96

Board adopted:

Revised:

transport and lift equipment

make electrical repairs

travel to work sites

make equipment accessible

To perform tasks such as to:

remove and replace motors from rooftops; lift and carry bags of cement

To perform tasks such as to:

reach work site and tools and material locations

To perform tasks such as to:

operate power and power-cutting equipment

repair roof

apply PVC glue and handle asbestos and insulation

make roof repairs

work in attic crawl spaces

work in attic and crawl spaces

complete most tasks alone when two workers are not required

coordinate activities with other trades

install dispensers; paint

To perform tasks such as to:

read work orders

make measurements, calculate materials

solve repair problems encountered and develop reasonable solutions

work around students; notify supervisor of serious problems

work alone to complete work orders

select appropriate materials, methods, and tools;

refer matters to supervisor in accordance with

established practice

ORIGINAL



Manhattan Beach
Unified School District

DRAFT

**Theater Technician Assistant—
Limited Term Only**

Department/Division:	Professional Administrative & Related Classes
Reports To:	Coordinator of Theater Operations and Facility Permits
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	January 26, 2015
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	Range 20

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Coordinator of Theater Operations and Facility Permits and the Theater Technician assists and provides on-site technical and facility support for events in the auditorium and the Multi-Purpose Room (MPR) located on the campus of Mira Costa High School (MCHS) and other venues as needed; and performs related work as assigned. General direction, supervision, and evaluation are provided by the Coordinator of Theater Operations and Facility Permits.

DISTINGUISHING CHARACTERISTICS

The Theater Technician Assistant—Limited Term supports the technical needs and components for performances, events and related functions in a school performing arts center environment. Incumbents are expected to travel to work sites and to perform scheduled work. The Theater Technician Assistant—Limited Term 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 with the Coordinator of Theater Operations and Facility Permits and/or the Theater Technician.
- Under supervision and direction assists and provides theater technical services for school, District and community performing arts and special events.

- Prepares light, audio, and other production systems for events for the purpose of operating such systems during events.
- Under supervision and direction provides technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards; ensures student safety.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs routine maintenance on assigned equipment as necessary for the purpose of assisting in arranging for major repairs if needed and troubleshooting system problems.
- Assists in maintaining inventory of theater items for the purpose of providing security of tools, equipment, supplies, props and sets in theater.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Drives a vehicle to conduct work.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods, techniques, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events
- Operating equipment used in theater production, adhere to safety practices, and plan/manage theatrical projects
- Technical, operational and maintenance requirements for theater productions including light, sound, audio/video and other production systems
- Concepts of stage production and support
- Stage operations including rigging, sound, lighting, set construction and other production systems; stage lighting, stage machinery, use and basic repair of stage equipment
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Organizational and time management skills
- Establish and maintain cooperative and effective working relationships with others; customer service principles and techniques
- Office equipment including a computer, an iPad, and assigned software
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position
- Operate computer-based lighting and sound control in a theatrical setting; operate all production systems including video/audio, stage rigging, machinery and production equipment
- Review and understand working drawings and sketches
- Interpret and execute director and designer requests
- Interpret and apply technical terminology when working with external users, crew and maintenance personnel

- Follow standardized practices and/or methods
- Meet deadlines and schedules, work under time constraints and frequently work nonstandard hours
- Adhere to theater and technical safety practices
- Under direction provide technical oversight and training to student theatrical crew members to ensure that safety practices are understood and employed at all times
- Communicate effectively both orally and in writing in English
- Attend technical planning meetings
- Understand and follow oral and written instructions in English
- Understand with sensitivity and awareness, the cultural diversities and needs of student and their environment with the communities encompassed by the District
- Work independently and collaboratively as a part of a team
- 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 (2) years preferred of increasingly responsible experience in technical theater, and oversight of theater operations and stage production. Must have experience in stage lighting, sound and rigging experience; providing technical guidance to student crews and theater operations staff, desired. 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 Class C California Driver's License, acceptable driving record, and evidence of insurance are required.

Must drive to various locations and District sites.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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. 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, crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to operate a motor vehicle and drive from place to place.

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, printed material, instructions and safety information; read and interpret technical specifications and budgetary data; read and interpret blueprints and working drawings; consider facility use needs, including potential business and educational applications; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, vendors, contractors, consultants, technical advisors, the public 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 mathematical skills and mathematical reasoning; determine how to schedule work assignments; work with frequent interruptions; work under intensive deadlines. The employee must be able to work independently with minimal supervision. 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 work regularly in an indoor environment, including damp, wet, slippery areas and oily surfaces, confined areas, exposure to extreme changes in temperature/temperature extremes, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; operating lifts; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud. Weekend, holiday and irregular work hours are required. Strict deadlines must be met when preparing for events. Responding to emergency maintenance needs may be required.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.