JOB DESCRIPTION
San Leandro Unified School District

Crafts Maintenance Helper

Purpose Statement

The job of Crafts Maintenance Helper is done for the purpose/s of providing support to the educational process with specific responsibilities for skilled maintenance services; maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

This job is distinguished from the Utility job classification in that it supports skilled trades positions with tasks that require more advanced, trade specific, knowledge and skills including the use of trade specific electronic and mechanical equipment.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Builds items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, irrigation systems, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of maintenance activities (e.g. carpentry, painting, glazing, roofing, welding, grounds/irrigation, etc.) for the purpose of completing projects within established time frames.
- Prepares written materials (e.g. repair status, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs various systems and structures (e.g. water lines, gas lines, sewer lines, playground equipment, roofs, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Operates skill specific equipment (e.g. circular saws, lifts, trenchers, tamper, etc.) for the purpose of providing support to skill specific positions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned skilled trade; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver’s License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		C

JOB DESCRIPTION
San Leandro Unified School District

Building Maintenance Mechanic - Irrigation

Purpose Statement

The job of Building Maintenance Mechanic - Irrigation is done for the purpose/s of providing support to the educational process with specific responsibilities for the District's irrigation systems; installing, repairing and monitoring irrigation systems; ensuring all systems are efficient and in proper working condition; maintaining all turf areas; and supporting other skilled trades in completing work assignments.

This job is distinguished from the Craft Maintenance Helper position in that the primary assigned tasks and functions are in a skill specific area (irrigation and grounds) requiring related knowledge and skills. This position provides occasional support similar to that of the Craft Maintenance Helper to support other trades positions.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Adjusts watering clocks for the purpose of ensuring proper moisture content for each irrigated area.
- Applies fertilizer to lawn areas for the purpose of building a strong, thriving root systems and ensuring a functioning green space.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Inspects existing irrigation systems for the purpose of ensuring proper operational efficiency. Installs new irrigation systems and components (e.g. piping, clocks, wireless sensors, heads, remote water controllers, drip lines, backflow devices, etc.) for the purpose of providing new systems and/or enhanced water efficiency.
- Maintains job related irrigation equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Operates computerized irrigation systems for the purpose of ensuring proper water usage.
- Procures materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Repairs and/or replaces damaged and/or defective parts (e.g. heads, valves, controllers, etc.) for the purpose of ensuring proper working condition.
- Reseeds and/or resods turf were needed for the purpose of ensuring an attractive and functional lawn area and protecting against erosion.
- Responds to immediate safety and/or operational concerns (e.g. broken pipes, broken or missing sprinkler heads, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution in order to prevent unnecessary water waste.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Provides support as needed to other skilled trades areas (e.g. plumbing, carpentry, HVAC, painting, electirical, mechanical, etc.) for the purpose of improving operational efficiency across all departmental areas.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: proper use and maintenance of tools and power equipment used in irrigation; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining lawns; plumbing codes; irrigation design; blue prints; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working under time constraints; prioritizing work loads; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking, and 5% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		C

JOB DESCRIPTION
San Leandro Unified School District

Building Maintenance Mechanic - HVAC Tech

Purpose Statement

The job of Building Maintenance Mechanic - HVAC Tech is done for the purpose/s of providing support to the educational process with specific responsibilities for HVAC preventative maintenance and auditing energy use; improving energy use using Cenergistics guidelines; informing users of comprehensive energy conservation methods; repairing and maintaining HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job is distinguished from the Craft Maintenance Helper position in that the primary assigned tasks and functions are in a skill specific area (HVAC) requiring related knowledge and skills. This position provides occasional support similar to that of the Craft Maintenance Helper to support other trades positions.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs district personnel of energy usage for the purpose of encouraging energy conservation.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors utility billings for the purpose of recommending methods of cost containment.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance (e.g. belts, filters, etc.) for the purpose of ensuring the ongoing functioning of HVAC systems.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Repairs heating and air conditioning systems and/or components for the purpose of ensuring a comfortable work environment.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Provides support as needed to other skilled trades areas (e.g. plumbing, carpentry, HVAC, painting, electirical, mechanical, etc.) for the purpose of improving operational efficiency across all departmental areas.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on HVAC equipment; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	Driver's License & Evidence of Insurability HVAC Certification or equivalent preferred
Continuing Educ./Training	**Clearances**
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		C

JOB DESCRIPTION
San Leandro Unified School District

Special Maintenance Mechanic - HVAC

Purpose Statement

The job of Special Maintenance Mechanic - HVAC is done for the purpose/s of providing support to the educational process with specific responsibilities for HVAC and refrigeration services; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining HVAC systems; providing information on the operation of HVAC systems; and supporting other skilled trades in completing work assignments.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings and proposed electrical and plumbing systems for the purpose of identifying locations for the efficient installation and maintenance of new and existing systems.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.
- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to compete work projects for the purpose of ensuring timely completion of projects.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs refrigeration and heating/air conditioning equipment and systems (e.g. pumps, boilers, chillers, ice makers, radiators, compressors, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Repairs refrigeration and heating/air conditioning systems and components (e.g. pumps, boilers, chillers, radiators, compressors, etc.) for the purpose of providing comfort within facilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains a variety of files and records (e.g. inventory, service requests, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.

- Monitors building automation system for the purpose of auditing energy usage.
- Oversees assigned personnel for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the work force.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials related to assigned activities and personnel (e.g. records of refrigerants, service requests, time and materials, specifications, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Recommends plans, policies, procedures and/or specific actions for the purpose of addressing department goals, objectives and work-related needs.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; operating equipment used in the installation, repair and maintenance of HVAC and refrigeration equipment; planning and managing projects; reading blueprints and schematics; using pertinent software applications; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; methods of plumbing, sheet-metal, electrical trades, and welding techniques; tools and materials used with HVAC and refrigeration systems; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent interruptions; displaying mechanical aptitude; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	HVAC Certification
	Universal Refrigerant License
	Valid Driver's License & Evidence of Insurability
	Welding Certificate

Continuing Educ./Training	Clearances
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance
	TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		A

JOB DESCRIPTION
San Leandro Unified School District

Electrician

Purpose Statement

The job of Electrician is done for the purpose/s of providing support to the educational process with specific responsibilities for District electrical systems; ensuring completion of projects in accordance with trade standards; providing information on proper uses of equipment; identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading electrical systems and equipment; and supporting other skilled trades in completing work assignments.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings for existing and proposed electrical systems for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Coordinates with administration and other trades for the purpose of completing projects/service requests efficiently.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to compete work projects for the purpose of ensuring timely completion of projects.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, Watt Stopper Program, etc.) for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work (e.g. heating units, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs electrical systems (e.g. lighting, alarms, electrical panels, switches, circuits, etc.) for the purpose of providing a safe and workable environment.
- Repairs electrical systems including communications, overloads, lighting fixtures, etc. for the purpose of ensuring that items are available and in safe working condition.
- Maintains a variety of files and records (e.g. inventory, service requests, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Oversees assigned personnel for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Prepares reports and written materials related to assigned activities and personnel (e.g. estimates, actual costs, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; assembling and/or repairing equipment; diagnosing electrical malfunctions; inspecting equipment; operating job related equipment; planning and managing projects; preparing and maintaining accurate records; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, and tools used in electrical installations, maintenance, and repair; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent interruptions; displaying mechanical aptitude; working as part of a team; working with detailed information/data; and color perception.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 45% walking, and 50% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	Driver's License & Evidence of Insurability Electrician Certification
Continuing Educ./Training	**Clearances**
Maintains Certificates and/or Licenses	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Vehicle Maintenance Mechanic

Purpose Statement

The job of Vehicle Maintenance Mechanic is done for the purpose/s of providing support to the educational process with specific responsibilities for identifying repair and/or replacement needs for District vehicles and maintenance equipment; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; and ensuring that tools and materials are available.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans facility for the purpose of maintaining a safe work area.
- Diagnoses vehicle and/or equipment malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Disposes District e-waste, hazmat waste and other items (e.g. batteries, light bulbs, ballasts, etc.) for the purpose of discarding waste in accordance with established guidelines and/or legal requirements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, smog checks, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs vehicle systems, components, electric motor systems, maintenance equipment, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, air compressors, lawn mowers, golf carts, leaf blowers, paint sprayers, etc.) for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- Services a variety of equipment and vehicles (e.g. leaf blowers, lawn mowers, generators, golf carts, trenchers, air compressors, trucks, vans, tractors, scissor lift, etc.) for the purpose of maintaining a proper worker condition.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating district vehicles; operating tools/equipment used in maintenance of vehicles; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	Automotive Repair Trades Certificate or Equivalent
	Driver's License & Evidence of Insurability
	Welding Certificate

Continuing Educ./Training

Maintain appropriate certificates and licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Computer Technician

Purpose Statement

The job of Computer Technician is done for the purpose/s of supporting the educational process with specific responsibilities for maintaining computer and network equipment in a safe and functional operating condition; providing technical and operational support to end-users; resolving immediate operational and/or safety concerns; and perform data access protection processes.

This job reports to Director of Technology, Assessment, Research & Evaluation or assigned administrator.

Essential Functions

- Assesses malfunctions of computer hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Assists in the training of end-users for the purpose of ensuring success in utilizing the technology available to them.
- Assists department with system backups and system recoveries for the purpose of safe guarding data and maintaining the integrity of the network.
- Creates computer scripts and applications for the purpose of enhancing operations.
- Enforces security and procedural policies and practices for the purpose of conforming to established protocols and ensuring network integrity.
- Installs computer hardware, peripherals, and network equipment and application software for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Maintains data lines, thin-client terminals and printers, etc. for the purpose of enuring proper access and working conditions.
- Maintains a variety of files and records (e.g. schedules of service impacting events, passwords, licenses, work orders, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains technology equipment (e.g. computers, laptops, tablets, smart phones, printers, etc.) for the purpose of ensuring the availability of devices in safe operating condition.
- Oversees junior techs for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Participates in meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. IT ticket service requests, inventory control, procedures, service requests, schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Provides technical and operational support to District staff for the purpose of meeting the needs of personnel and ensuring secure operations.

- Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Responds to Help Desk inquires for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site or to bring equipment in for repairs.
- Upgrades computers, peripherals, network equipment and software applications (e.g. installation, testing, configuring, etc.) for the purpose of meeting the computer processing needs of the users.
- Warehouses computer parts, supplies and materials for the purpose of establishing an inventory of items commonly required to repair computer hardware.

Other Functions

- Assists in the development, implementation, modification and evaluation of district/school site technology plans for the purpose of supporting activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of computer electronics and technology; current generation operating systems and network protocols.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; working under time constraints; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area or equivalent.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	A+ Certification or Equivalent Driver's License & Evidence of Insurability
Continuing Educ./Training	**Clearances**
Maintain appropriate certificates/licenses	Criminal Justice Fingerprint/Background Clearance TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Carpenter

Purpose Statement

The job of Carpenter is done for the purpose/s of providing support to the educational process with specific responsibility for skilled carpentry services; identifying repair and/or replacement needs; installing, repairing, and fabricating new items; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings for the purpose of identifying location of new and existing systems (electrical, plumbing, HVAC, etc.) and determining the efficient installation of new construction and/or repairs.
- Builds a variety of items (e.g. door jams, counter tops, cabinets, shelving, moldings, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with supervisor and/or other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs a variety of equipment, fixtures and fabrications (e.g. classroom and office systems components, dropped ceilings, partitions, door frames/hardware, etc.) for the purpose of providing a safe and workable environment.
- Maintains shop area for the purpose of ensuring a clean and safe environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, service requests, construction cost estimates, reimbursements, etc.) for the purpose of documenting activities and/or conveying information.
- Remodels office and work space including partitions, paneling, etc. for the purpose of ensuring safe and efficient utilization of space.
- Repairs a variety of furniture and fixtures for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Schedules job assignments for the purpose of prioritizing service requests concerning safety and/or security and ensuring completion of the projects in a timely manner.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in carpentry maintenance; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in carpentry installation, maintenance, and repair; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 20% walking, and 65% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience — Job related experience within a specialized field is required.

Education — High school diploma or equivalent.

Equivalency

Required Testing	Certificates
Pre-Employment Proficiency Test	Driver's License & Evidence of Insurability
	Journey Level Certificate, State of California Apprentice Program Certificate, or equivalent

Continuing Educ./Training

Maintain appropriate certificates/licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Plumber

Purpose Statement

The job of Plumber is done for the purpose/s of providing support to the educational process with specific responsibilities for providing skilled plumbing services; identifying repair and/or replacement needs; installing, repairing, and/or upgrading plumbing systems; ensuring compliance with accessibility, health and safety codes; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blue prints, schematics, and drawings of plumbing systems for the purpose of determining the efficient installation of new or upgraded systems.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Designs plumbing projects (e.g. sketch, plan, lay out, etc.) for the purpose of conveying information and determining cost estimates.
- Diagnoses causes of problems and/or failures in plumbing/irrigation/HVAC systems for the purpose of identifying repair and/or replacement needs.
- Estimates materials and/or equipment needed to compete work projects for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs plumbing systems and/or and components (e.g. valves, pipes, toilets, drinking fountains, etc.) for the purpose of ensuring systems and/or components are in proper working order.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

- Schedules job assignments for the purpose of prioritizing service requests and ensuring completion of the projects in a timely manner with as little disruption as possible.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in plumbing; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Certificates

Pre-Employment Proficiency Test

Apprenticeship Training Program Certificate, Journey Level Certificate or Equivalent

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Painter

Purpose Statement

The job of Painter is done for the purpose/s of providing support to the educational process with specific responsibility for skilled painting services; identifying repair and maintenance needs; preparing, painting and/or staining a variety of surfaces; ensuring completion of projects in accordance with trade standards; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Coordinates with assigned supervisor and other trades for the purpose of completing projects and service requests efficiently.
- Estimates materials and/or equipment needed to compete work projects for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Maintains shop area for the purpose of ensuring a clean and safe environment.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Paints a variety of surfaces (e.g. buildings, parking lot markings, floors, playground equipment, etc.) for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, cost and time estimates, service requests, materials list, SDS log, etc.) for the purpose of documenting activities and/or conveying information.
- Prepares a variety of surfaces (e.g. cleaning, sanding, patching, masking, nail holes, cracks, joints, etc.) for the purpose of ensuring that they are ready for painting and/or refinishing.
- Removes graffiti (e.g. cleaning walls, graffiti removal, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Schedules job assignments for the purpose of prioritizing service requests and ensuring completion of the projects in a timely manner with as little disruption as possible.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in painting; safety practices and procedures; and codes/laws/rules/ regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 15% walking, and 80% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience — Job related experience within a specialized field is required.

Education — High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Apprenticeship Training Program Certificate, Journey Level Certificate, or equivalent

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Locksmith

Purpose Statement

The job of Locksmith is done for the purpose/s of supporting the educational process with specific responsibilities for skilled locksmith services; providing the repair, alteration, installation and keying of locks on buildings, equipment, lockers and vehicles; resolving immediate operational and/or safety concerns; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings for existing and proposed locking systems for the purpose of identifying location of new and existing locking systems and determining the efficient installation of additional systems.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and service requests efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the county with a master key system and ensuring security of its facilities.
- Diagnoses causes of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates unique locks and locking devices for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs locking systems (e.g. electronic keypads, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains a variety of manual and electronic files and records (e.g. key codes, etc.) for the purpose of providing accurate information.
- Monitors facility locks, security systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Re-keys locks and changes combinations for the purpose of ensuring security.
  Repairs a variety of items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, electronic locking systems, etc.) for the purpose of ensuring a safe working condition.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in trades, power and hand tools, etc.; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks; types and uses of available locks; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Locksmith Certificate or Equivalent

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		B

JOB DESCRIPTION
San Leandro Unified School District

Delivery Driver

Purpose Statement

The job of Delivery Driver is done for the purpose(s) of providing support to the movement and storage of district supplies, materials, and equipment with specific responsibilities for delivery of mail, supplies, and equipment between sites; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Manager - Maintenance & Operations

Essential Functions

- Assists department personnel for the purpose of maintaining department operations.
- Delivers student body funds to bank deposit drop for the purpose of ensuring that funds are secure and properly deposited.
- Delivers a variety of items (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Loads and unloads a variety of items, supplies and/or equipment for the purpose of providing requested items at designated sites.
- Maintains assigned vehicle (e.g. fluid levels, fueling, cleaning, tire pressure, etc.) for the purpose of ensuring safe operation of vehicle.
- Responds to inquiries of staff for the purpose of providing requested information.
- Participates in training and professional development to maintain and improve skills related to job functions and necessary certifications for the purpose of maintaining relevant skills.
- Uses equipment commonly used for the loading, unloading, and transportation of materials and supplies (e.g. truck, forklift, pallet jack, etc.) for the purpose of efficiently performing delivery services.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including pertinent software applications; operating relevant machines and vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic computer use, basic vehicle maintenance, and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined

processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English

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Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		39

JOB DESCRIPTION
San Leandro Unified School District

Custodian A

Purpose Statement

The job of Custodian A is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to Assistant Principal

Essential Functions

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Performs basic routine maintenance tasks (e.g. floor surfaces, light bulb replacement, etc.) for the purpose of maintaining facilities in a timely manner.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Cleans and maintains basic and routine pool functions (e.g. removing and replacing pool covers, vacuuming of pool, cleaning pool area, monitoring pool systems) and reports chemical and mechanical problems to trained personnel for the purpose of maintaining a clean and safe pool area.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; there is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		38

JOB DESCRIPTION
San Leandro Unified School District

Utility

Purpose Statement

The job of Utility is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; assisting other trades; and maintaining grounds for assemblies, events and/or recreational activities.

This job is distinguished from the Crafts Maintenance Helper in that it supports skilled trades positions with tasks that require an entry level of knowledge of specific skills, functions, and equipment.

This job reports to Maintenance & Operations administrator.

Essential Functions

- Assists other trades personnel (e.g. painting prep work, demolition and removal of debris, unclogging toilets, installation and repair of basic hardware, etc.) for the purpose of providing a safe and efficient operations.
- Provides custodial support (e.g. cleaning restrooms, trash removal, lunch set up, sweeping, stripping and waxing floors, etc.) for the purpose of maintaining clean and safe facilities.
- Perfoms basic facilities maintenance (e.g. cleaning gutters, power washing, cleaning roofs, graffiti removal, etc.) and reports hazards to appropriate personnel for the purpose of maintaining clean and safe sites and facilities.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Inspects and assists with repairs irrigation systems and components (e.g. adjusting sprinkler heads, inspecting components such as valves and timers, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Participates in training and professional development to maintain and improve skills related to job functions and necessary certifications for the purpose of maintaining relevant skills.
- Uses equipment commonly used for the loading, unloading, and transportation of materials and supplies (e.g. truck, forklift, pallet jack, etc.) for the purpose of efficiently performing delivery services.

- Operates basic maintenance equipment (e.g. jack hammers, buffers, concrete grinders, drills, mowers, landscape equipment, etc.) for the purpose of performing assigned work and assisting others.
- Assists with the movement and transportation of district equipment, materials, and supplies throughout the district (e.g. moving desks, chairs, electronic equipment, school materials and supplies, etc.) for the purpose of improving operating efficiency for school sites and departments.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; working flexible hours; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 65% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Certificates

Driver’s License & Evidence of Insurability

Fork Lift Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		38

JOB DESCRIPTION
San Leandro Unified School District

Head Custodian I

Purpose Statement

The job of Head Custodian I is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: The position of Head Custodian I is located at an elementary school.

This job reports to Principal

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains a variety of electronic and manual documents and records (e.g. work orders, requisitions, vandalism reports, etc.) for the purpose of providing information in compliance with adopted policies and procedures.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; supervising the work of others; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 55% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience — Job related experience with increasing levels of responsibility is required.

Education — High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status | Approval Date | Salary Range

JOB DESCRIPTION
San Leandro Unified School District

Head Custodian II

Purpose Statement

The job of Head Custodian II is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: The position of Head Custodian II is located at a middle school.

This job reports to Principal

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates the operations of other custodial staff for the purpose of meeting the needs at the school site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains a variety of electronic and manual documents and records (e.g. work orders, requisitions, vandalism reports, etc.) for the purpose of providing information in compliance with adopted policies and procedures.
- Maintains a storeroom of supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; scheduling and supervising the work of others; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 65% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance
TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		44

JOB DESCRIPTION
San Leandro Unified School District

Head Custodian III

Purpose Statement

The job of Head Custodian III is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: This position may involve working at multiple sites and involves greater levels of responsibility including pool maintenance.

This job reports to assigned administrator.

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Coordinates the operations of several small crews engaged in special projects for the purpose of meeting the needs of a large school plant.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains a variety of electronic and manual documents and records (e.g. work orders, requisitions, vandalism reports, etc.) for the purpose of providing information and preparing reports in compliance with adopted policies and procedures.
- Maintains a large storeroom of supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, removing litter, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

- Participates in training and professional development to maintain and improve skills related to job functions and necessary certifications (e.g. pool operator certificate, related professional development) for the purpose of maintaining facilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; scheduling and supervising the work of others; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 65% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Non Exempt		47