

**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER - CARPENTER**

**DEFINITION**

Under direction, to perform a variety of skilled maintenance and repair work in the areas of rough and finish carpentry, cabinet work, roof repair, fence building, concrete work, welding and other related areas.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform the full range of skilled carpentry work, including in the areas of rough and finish carpentry, cabinet work, roof repair, fence building, concrete work, welding and other related areas.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Construct or remove buildings, partitions, playground equipment and equipment enclosures.
- Construct, install, adjust, align and fit or replace doors, door frames and jams, windows, ceilings, bookcases, shelving, bulletin boards, baseboards, paneling and molding using a variety of materials, including wood, steel, aluminum, tin, plaster and drywall.
- Construct cabinets from various materials, including wood, plywood, particle board and high density laminate; assemble and fasten cabinets with nails, glue, screws, dowels and contact cement; install hinges, locks and related hardware.
- Repair roofs; inspect roofs for water marks, stains, or breaks, loose or missing shingles, cracks and damaged or defective flashing and drain gutters; replace roof composition; patch hot mop and/or rock roofs.
- Build fences; dig holes for posts; set posts in concrete; tie posts together with wood or wire fencing; hang gate; make adjustments as needed.
- Perform concrete work; prepare ground to correct grade; install forms at desired grade and height; pour concrete into forms; screen top to level; jitterbugs if needed and at proper time of curing; trowel concrete and lines; level edges; remove forms after concrete has cured.
- Prepare materials to be welded; perform skilled welding work using gas, arc, mig and spot welding equipment.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including drills, levels, routers, files, sheet metal shears, trowels and saws.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

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## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Practices, methods, techniques, materials, tools and equipment used in rough and finish carpentry work, roof repair, fence building, concrete work, welding and related areas at the journey level.
- Laws, codes and regulations pertaining to assigned area.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.

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### **Skill to:**

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.

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### **Ability to:**

- Perform a full range of skilled carpentry and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area.
- Maintain and repair buildings and related structural facilities and furnishings.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

### **Experience:**

- Four (4) years of carpentry and related building trades experience.

### **Education:**

- Successful completion of a formal apprenticeship program.

### **Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

## **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

### **License and Certificate Requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain Certification of Asbestos Training is highly desirable.

### **Conditions of Employment**

- Insurability by the District's liability insurance carrier.

Chico Unified School District  
Senior Maintenance Worker – Carpenter

- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER - ELECTRICIAN**

**DEFINITION**

Under direction, to perform a variety of skilled maintenance and repair work in electrical and other related areas.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform a full range of skilled electrical maintenance work involved in the installation, repair and alteration of electrical equipment and lighting and wiring systems.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Verify proposed electrical circuitry installation for compliance with pertinent codes and regulations; install circuitry in compliance with national electrical code; ensure safety standards are maintained throughout the process.
- Diagnose and trouble shoot electrical wiring and/or lighting problems using visual inspection, specialized equipment and/or architectural plans/diagrams of electrical circuits.
- Diagnose, repair, or replace pump motors, timers and relays; analyze and draw motor control circuits, interlocks and other systems for sprinkler and fire alarm systems, garage doors, air compressors and related systems.
- Install, bend and pull electrical conduit, IMC, EMT and non-metallic conduit; install surface metal raceways, gutters and floor ducts.
- Connect power transformers, 3 phase and single phase, switchboards, panel boards and shunt trip breakers.
- Perform repairs by soldering electrical connectors or unit replacement; replace ballasts, switches, fixtures, or wiring; ensure proper operation prior to departure.
- Perform electrical appliance repair; diagnose problem; determine disposition of the appliance; research manual to determine replacement part(s); perform repair.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including amp-voltmeter, test light, amprobe, drills and soldering iron.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Practices, methods, techniques, materials, tools and equipment used in electrical and related trades at the journey level.
- Laws, codes and regulations pertaining to assigned area.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair

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- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.

**Skill to:**

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**

- Perform a full range of skilled electrical and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Maintain and repair buildings systems.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Experience:**

- Four (4) years of electrical and related building maintenance trades experience.

**Education:**

- Successful completion of a formal apprenticeship program.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.

**Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

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Chico Unified School District  
Senior Maintenance Worker – Electrician

**SPECIAL REQUIREMENTS**

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER – HVAC/REFRIGERATION**

**DEFINITION**

Under direction, to perform a variety of skilled tasks and operations in the inspection, servicing, installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems in District buildings and facilities; operate, configure and maintain the Energy Management System (EMS).

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Install, service, maintain, troubleshoot and repair heating, ventilation, air conditioning and refrigeration systems; diagnose malfunctions and determine repair needs; inspect and perform electrical and mechanical tests on systems and equipment to identify defective parts; assure systems are maintained in safe and proper operating condition in compliance with applicable codes.
- Operate, configure and maintain the EMS; utilize EMS to troubleshoot and diagnose HVAC & R malfunctions; utilize system controls to adjust temperatures, time schedules, energy use and other settings; adjust the EMS to assure smooth, efficient and effective energy use and allocation; respond to requests for system adjustments as appropriate; generate reports concerning equipment use.
- Install, replace, service and repair various HVAC & R parts, components, devices and equipment such as thermostats, controls, boilers, heaters, generators, gauges, compressors, pumps, coils, chillers, relays, switches, valves, fans, motors, gaskets, filters and belts; cut, bend and join tubing, pipes and wiring as needed; lubricate and adjust various system components.
- Adjust, maintain and repair ducting, air conditioning, cooling and refrigeration systems and units; detect and repair leaks as needed; replenish various refrigerants and oils in accordance with established regulations and procedures as needed.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product;
- Operate and maintain specialized equipment including testers, meters, gauges, pumps and a variety of hand and power tools; utilize computers and related hardware and software applications to diagnose system malfunctions and operate EMS; drive a vehicle to conduct work.
- Estimate labor, material and equipment needed for assigned projects; prepare cost estimates; monitor inventory levels of materials and equipment; order, receive and maintain adequate inventory of materials and equipment.
- Plan, organize and lay out assigned tasks; interpret HVAC & R plans, diagrams, blue prints, drawings, sketches, specifications and blueprints; work from verbal and written instructions and work orders; respond to emergency situations.
- Schedule and perform preventive maintenance inspections and servicing on heating, refrigeration and air conditioning equipment.
- Store, remove and dispose of oils, refrigerants and other hazardous materials in accordance with established laws, regulations and procedures; perform calculations to determine proper boiling point for refrigerants.
- Inspect and determine source of sewer, gas and other fumes as required; implement corrective actions to eliminate fumes.
- Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.
- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintain various records related to refrigerants, projects, EMS and assigned activities.
- Maintain work areas, equipment and tools in a safe, clean and orderly condition.
- Perform related duties as assigned.

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## JOB RELATED AND ESSENTIAL QUALIFICATIONS

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### Knowledge of:

- Methods, procedures, equipment and materials used in the installation, maintenance and repair of ventilation, heating, air conditioning and refrigeration equipment.
- Operation, maintenance and adjustment of energy management systems.
- Ventilation, heating, air conditioning and refrigeration systems utilized by the District.
- Appropriate safety precautions and procedures.
- Operation and maintenance of tools, equipment and machinery used in the HVAC & R trade.
- Building codes related to the HVAC & R trade.
- Proper methods of storing equipment, materials and supplies.
- Electrical power supply and high voltage.
- Operation of a computer and assigned software.
- Shop math applicable to the building trades.
- Technical aspects of the HVAC & R trade.
- Mechanics of refrigerant flow control and pneumatic, electrical and electronic control systems.
- Oral and written communication skills.
- Proper lifting techniques.
- Record-keeping techniques.

### Skill to:

- Perform a variety of skilled tasks and operations in the inspection, servicing, installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems.
- Operate and maintain the EMS to assure smooth, efficient and effective energy use and allocation.
- Read and work from blueprints, shop drawings, sketches, manuals and diagrams.
- Operate and maintain tools, equipment and machinery used in the HVAC & R trade.
- Replace defective parts and components as necessary.
- Operate a computer and assigned software.
- Maintain various records related to work performed.
- Safely operate a motor vehicle.
- Safely work with hazardous chemicals.

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### Ability to:

- Troubleshoot and diagnose HVAC & R device, system and equipment malfunctions.
- Plan and lay out HVAC & R work.
- Observe health and safety regulations and procedures.
- Estimate material, equipment and supply needs. Replace defective parts and components as necessary.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.

## EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skill, and ability would be qualifying. A typical way to obtain the knowledge, skill, and ability would be:

### Experience:

- Four (4) years of journey-level experience in the installation, maintenance, and repair of HVAC & R systems and equipment including work with energy management systems.

### Education:

- Successful completion of a formal apprenticeship program.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain EPA Retrieval and Recovery certification by the 5<sup>th</sup> month of the probationary period.

**Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years old.

**PHYSICAL DEMANDS**

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform HVAC & R functions.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Sitting or standing for extended periods of time.
- Heavy physical labor.
- Ability to lift 50 lbs.
- Working around and with machinery having moving parts.
- Working at heights.
- Working in a cramped or restrictive work chamber.

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Chico Unified School District  
Senior Maintenance Worker – HVAC/Refrigeration

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER - PAINTER**

**DEFINITION**

Under direction, to perform a variety of skilled maintenance work in the area of painting.

**SUPERVISION EXERCISED** - May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform a full range of skilled painting work, including in the areas of surface and vehicle preparation and painting, sign painting and glazing.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Perform surface preparation; clean surfaces, including walls, wood, metal and fabricated surfaces using liquid paint remover, cleaners, sandpaper, lacquer thinner, soap and water or acid; seal joints; mix and spread joint compound; press paper tape over joints; spread and smooth taping material over tape to blend joint with wall surface and sands; fill cavities and dents with putty; use a dry tank sand blaster on walkways and brick buildings to remove paint, scale and loose materials; texture surfaces.
- Perform vehicle preparation; straighten dents; remove bumpers, chrome, taillights and headlights; sand and wash surfaces; mask vehicle to ensure that paint is applied only to designated parts.
- Paint various surfaces, including buildings, vehicles, furniture and equipment; mix paint, puttee and stain to predetermined colors using charts and visual inspection; use tools, including spray gun, airless gun, line striper and brushes to paint, enamel, lacquer, varnish, rustproof and coat surfaces.
- Perform sign painting; design and layout signs on plastic, silk, tin, or onto objects, including vehicles, equipment and walls using stencils or freehand patterns; cut stencils, sketch, follow patterns or use sign graving system for design/lettering; use rulers and angles, shading pencils, art and lettering brushes and pens, different kinds of ink and paint; sketch, paint and finish signs.
- Perform glazing; install and replace windows, skylights and glass in display cases; mark outline or pattern and cut glass; break off excess glass, fasten glass panes into wood sash; spread and smooth putty around each of the panes to seal the joints.
- Train assigned assistants in the use of spray equipment, brushes and rollers and the proper procedures to mix paints, stains and putties and to sand and prepare surfaces.
- Lay out and mark games on playground surfaces and football fields; repair and maintain playground equipment; install and repair chain link fencing.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including spray gun, scraper, chisels, sanders, rollers, brushes and glass cutter and seamer.
- Clean and maintain tools and other equipment.
  - Clean work areas at sites and at shop.
  - Follow preventative maintenance schedules where appropriate.
  - Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
  - Perform related duties and responsibilities as assigned.

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Practices, methods, techniques, materials, tools and equipment used in the painting and related trades at the journey level.
- Laws, codes and regulations pertaining to assigned areas.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.

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- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.

**Skill to:**

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**

- Perform a full range of skilled painting and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned areas.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Experience:**

- Four (4) years of painting and related building maintenance trades experience.

**Education:**

- Successful completion of a formal apprenticeship program.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain a Respirator certificate issued by California OSHA by the end of the probationary period.
- Ability to obtain a Lead Related Construction certificate issued by the California Department of Health Services by the end of the probationary period.

**Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER - PLUMBER**

**DEFINITION**

Under direction, to perform a variety of skilled maintenance and repair work in plumbing and related areas.

**SUPERVISION EXERCISED** - May exercise technical and functional supervision over lower level staff.

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**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform a full range of skilled plumbing work for a variety of systems, including interior plumbing, electrical controls and garbage disposals and sprinkler systems.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Repair and maintain interior plumbing; inspect all valves used for water supply, sinks, toilets and toilet tanks for leaks and proper operation; adjust water pressure and flow; check for proper drainage; disassemble, reassemble, adjust, replace and repair sinks, toilets and parts, including valves and gaskets; clear pipes and drains as needed.
- Repair and maintain electric controls and garbage disposal systems; check electrical circuits, solenoids and lines; check disposals; remove, repair, clean, replace and reconnect disposals and parts.
- Assist the Senior Maintenance Worker - Sprinkler Systems as needed.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including pipe, socket, ratchet and crescent wrenches, drain snake, wire cutters, pipe threaders and cutters, pressure gauge, leak detector, electric thermometer, ohmmeter, voltmeter, amprobe and amp meter.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Practices, methods, techniques, materials, tools and equipment used in the plumbing and related trades at the journey level.
- Laws, codes and regulations pertaining to assigned area.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.

**Skill to:**

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.
- Perform a full range of skilled plumbing and related maintenance and repair duties under minimal supervision.
- Maintain and repair building systems.

**Ability to:**

- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.

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Chico Unified School District

Senior Maintenance Worker – Plumber

- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

##### **Experience:**

- Four (4) years of plumbing and related building maintenance trades experience.

##### **Education:**

- Successful completion of a formal apprenticeship program.

##### **Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

##### **License and Certificate requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.

##### **Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

#### **PHYSICAL DEMANDS**

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.

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Must be at least 21 years of age.¶

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR MAINTENANCE WORKER - SPRINKLER SYSTEMS**

**DEFINITION**

Under direction, to perform a variety of skilled maintenance and repair work in the areas sprinkler systems, plumbing and other related areas.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform a full range of skilled maintenance, installation and repair work, including in the areas of sprinklers and water lines, sprinkler controls, sprinkler systems and interior plumbing.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Repair and maintain sprinklers and water lines; inspect sprinklers for malfunctioning and proper rotation angles; adjust water pressure and flow; inspect for proper drainage; disassemble, reassemble, adjust, replace and repair sprinklers and parts, including bent arms, weak springs and plugged nozzles; locate and repair broken underground water lines.
- Repair and maintain sprinkler controls; check manual and electric sprinkler controls, circuits, solenoids, underground lines and valves for proper operation; remove, repair, clean, replace and reconnect controls and parts.
- Lay out and install sprinkler systems; measure the area; determine sprinkler locations, power source and water supply and pressure; determine materials, including wire size and length, pipe sizes, fittings and sprinklers, valves and valve boxes, controllers, wiring and conduit; lay out area using line marker and wooden stakes; dig ditches; lay and install pipes, risers, sprinklers, wire and controllers; test completed system for proper operation.
- Assist the Senior Maintenance Worker - Plumber; perform inspections, repairs and replacements on interior plumbing as needed.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Operate heavy equipment when required; operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including pipe and crescent wrenches, clamps, pipe cutter, volt ohmmeter, amprobe and soldering irons.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Practices, methods, techniques, materials, tools and equipment used in sprinkler systems, plumbing and related trades at the journey level.
- Laws, codes and regulations pertaining to assigned area.
- Policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

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- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.

**Skill to:**

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- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**

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- Perform a full range of skilled sprinkler system, plumbing and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned area.
- Maintain and repair sprinkler and building systems.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Four (4) years of sprinkler system, plumbing and related building maintenance trades experience.

**Education:**

- Successful completion of a formal apprenticeship program.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.

**Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.

**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR EQUIPMENT MECHANIC**

**DEFINITION**

Under direction, to perform a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks, automobiles, school buses and other District vehicles.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Inspect, diagnose, overhaul, adjust and repair gas- and diesel-powered buses, trucks, automobiles and other power equipment.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems.
- Perform a prescribed preventative maintenance program on the bus fleet and trucks and automobiles.
- Road test vehicles after work has been completed.
- Inspect school buses and sign forms indicating compliance with State requirements provided by law.
- Perform electrical work, painting, acetylene and arc welding and minor body repair on motorized equipment.
- Perform work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including to perform work in accordance with and maintain equipment as required by the California Highway Patrol and Vehicle Code; remain current on all laws pertaining to safe maintenance and repair of school buses.
- Patch and install seat covers and other accessories on buses.
- Operate a steam cleaner to clean buses, automobiles and trucks.
- Contact substitute bus drivers; report problems in obtaining substitute bus drivers to the supervisor.
- Maintain inventory of parts and supplies on hand for the repair of vehicles; contact and compare vendors to obtain high quality supplies for the best price.
- Lead and train non-journey mechanics or service personnel.
- Maintain a clean and orderly work area; maintain and repair shop facilities and equipment.
- Maintain a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed.
- Serve as backup School Bus Driver when needed.
- Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair and adjustment of gas- and diesel-powered equipment.
- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools.

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- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems and chassis.
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles and equipment.
- Procedures of preventive maintenance related to automotive and school bus vehicles.
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment.
- Operational hazards and standard safety practices necessary in the area of assigned work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.

**Skill to:**

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- Operate the full range of diagnostic, maintenance and repair equipment in a safe and effective manner.
- Operate a school bus and motor vehicle safely.
- Operate modern office equipment, including computer equipment.

**Ability to:**

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- Perform the full range of journey level mechanical work, including the diagnosing, trouble-shooting and repairing of equipment.
- Inspect, maintain, overhaul, repair and adjust gas- and diesel-powered equipment.
- Repair and adjust fuel, ignition, electrical and cooling systems and chassis.
- Perform acetylene and arc methods of welding on motorized vehicles and equipment.
- Paint and perform electrical work and minor body repairs on motorized vehicles and equipment.
- Patch and install seat covers and other accessories.
- Accurately determine mechanical repair needs.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Provide lead supervision and training to assigned staff.
- Prepare and maintain accurate and complete records.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Obtain a current valid Class A California driver's license prior to the end of the 5<sup>th</sup> month of probation.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

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*Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Four (4) years of experience as a mechanic, including experience working with gas engines,

diesel engines, hydraulic brake systems, and air brake systems is required.

- Experience providing mechanical maintenance and repair to school buses is preferred.

#### Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Successful completion of a mechanical apprenticeship program.

#### SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

#### License and Certificate requirement

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain a valid School Bus Driver's Certificate for Type 1 buses, with acceptable restrictions by the end of the 5<sup>th</sup> month of the probationary period.
- Possess and maintain a valid Class A driver's license by the end of the 5<sup>th</sup> month of the probationary period.
- Possess and maintain a Medical Examiner's Certificate by the end of the 5<sup>th</sup> month of the probationary period.

#### Conditions of Employment

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 25 years of age.

#### PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment:

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT**  
**SENIOR CUSTODIAN**

**DEFINITION**

Under direction, to lead, oversee and participate in the more complex and difficult work of staff responsible for providing custodial and light maintenance services required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

**SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Lead, plan and review the work of assigned staff responsible for providing custodial and light maintenance services for a school site; plan, direct and participate in the cleaning, securing and maintaining of assigned rooms, equipment, buildings and adjacent areas.
- Coordinate the use and operation of materials, tools and equipment used in custodial and light maintenance work; ensure adherence to safe work practices and procedures.
- Estimate time, materials and equipment required for jobs assigned; maintain records of supplies and equipment requisition, receive and distribute materials, supplies and equipment as required; order parts as necessary and ensure parts ordered are received in a timely fashion.
- Assist in training assigned employees including, in the areas of work methods, techniques and operation of equipment.
- Check work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; report progress to supervisor; provide input on employee evaluations.
- Respond to school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Check buildings, grounds and playground equipment for safety and security.
- Check heating, electrical, air conditioning and water equipment; perform minor repairs and adjustments; refer more complex problems to maintenance personnel.
- Check individual gas room heaters and thermostatic controls on central heating units; perform routine preventative maintenance tasks on furnaces including, resetting controls and changing filters.
- Confer with principal and custodial supervisor regarding care and cleaning programs at the school site.
- Coordinate and participate in major cleaning of the school site during vacation periods.
- Maintain records; prepare routine and emergency maintenance work orders.
- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Dust, wash and polish furniture and woodwork.
- Wash windows, walls, sinks and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Polish metalwork.
- Clean chalkboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Perform special custodial work for faculty members or supervisors including, moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Change light globes and tubes and diffusers.
- Turn out lights and secure area by locking doors, windows and gates.
- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine groundskeeping duties including, picking up paper and other refuse and debris on grounds, sweeping walks and entrances, watering and cleaning grass around sprinkler heads and performing minor pruning.

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- Perform routine maintenance duties including, repairing hinges, doors, hose connections, desks, chairs and performing routine painting, plumbing and performing other related maintenance tasks using hand and power tools; request skilled maintenance through work orders.
- Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
- Operate a variety of hand and power equipment and tools including, buffer, wet/dry vacuum cleaners, drills, sanders and other custodial equipment and tools; may operate a forklift.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Direct students assigned to detention duties as assigned.
- Perform related duties and responsibilities as assigned.

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#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

- Operations, services and activities of a custodial program.
- Principles of lead supervision and training.
- Operational characteristics of power equipment and tools used in the area of work assigned.
- Methods, techniques, materials and equipment used in cleaning and maintaining various types of building surfaces and school furniture and equipment.
- Preventative maintenance of furnaces including, resetting controls and changing filters.
- Occupational hazards and standard safety practices necessary in the area of custodial and light maintenance work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.

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##### Skill to:

- Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Operate a motor vehicle safely.

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##### Ability to:

- Plan, organize and review the work of custodial staff in the area of work assigned.
- Provide lead supervision and training to assigned staff.
- Independently perform the most difficult custodial, light maintenance and grounds maintenance work.
- Interpret, apply, explain and enforce the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.
- Perform minor repairs on school equipment including, hinges, doors, desks, chairs and hose connections.
- Perform routine maintenance duties including, painting, plumbing and other routine maintenance tasks using hand and power tools.
- Perform preventative maintenance tasks on furnaces including, resetting controls and changing filters.
- Prepare and maintain accurate and complete records.
- Understand, follow and maintain work schedules to ensure work is completed on time.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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**EXPERIENCE, EDUCATION AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- Two (2) years of experience cleaning and maintaining building areas.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain required Local, State, and Federal job-related licenses and certificates.

**Conditions of Employment**

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the job analysis.

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**CHICO UNIFIED SCHOOL DISTRICT  
SENIOR GROUNDS WORKER**

**DEFINITION**

Under general supervision, to perform a variety of gardening and grounds maintenance work involved in the maintenance of school grounds and landscaped areas; and to provide lead supervision and training to assigned staff.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Prepare, repair and maintain athletic fields; scarify, aerate and renovate fields.
- Maintain general cleanliness of assigned areas; sweep walkways; remove trash; rake leaves; remove weeds.
- Plant, cultivate, water, fertilize, cultivate, trim, prune and diagnose and treat disease in trees, plants, flowers, shrubs, lawns and fields; remove trees.
- Mow, edge and trim lawns, play fields and athletic fields; prepare and renovate top soil and turf damage.
- Lay, repair and maintain blacktop, asphalt and cement areas; fill holes.
- Participate in the installation, maintenance and repair of sprinkler systems; replace sprinkler heads; assist with valve and time clock system repair.
- Operate, maintain and service gardening and grounds maintenance equipment including, power lawn mowers, edger, hedge trimmer, chain saw, hand mower, saws, shears, trucks and turf vac; change oil and filters, lubricate, repair, or replace parts; clean, adjust and sharpen cutting blades on mowers; perform preventative maintenance on equipment.
- Operate District vehicles on roads and school grounds; pull trailer needed to haul large power equipment; drive dump trucks to transfer debris to public dump grounds.
- Plan material, supply and equipment needs; submit appropriate requisitions.
- Coordinate and participate in school-based grounds usage for special events.
- Supervise the work of grounds maintenance staff.
- Trap gophers; remove rodents from school grounds.
- Perform general custodial or maintenance tasks as assigned including, loading and unloading furniture, equipment and supplies as assigned.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Principles of lead supervision and training.
- Methods, materials and tools used in planting, cultivating and caring for lawns, fields, flowers, shrubs, trees and plants.
- Common plant diseases, harmful insects and pests and approved control methods and pesticides.
- Hand and power tools and equipment used in grounds maintenance work and field preparation.
- Maintenance and operation of manual and automatic sprinkler systems.
- Basic principles and procedures of record keeping.
- Occupational hazards and standard safety practices necessary in the area of grounds maintenance.
- Safe driving principles and practices.

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**Skill to:**

- Operate a wide variety of equipment and tools required for grounds maintenance work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**

- Provide lead supervision to assigned staff.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of grounds maintenance duties and tasks independently.
- Service and maintain all types of grounds equipment.
- Perform heavy manual work for extended periods of time in all types of weather.
- Identify grounds maintenance needs and take effective action.
- Prepare and maintain accurate and complete records of supplies and equipment.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**

- One (1) year of grounds maintenance and gardening experience which included the use of power-driven heavy equipment.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement**

- Possess and maintain a current, valid driver's license and safe driving record.
- Possess and maintain a current, valid Qualified Applicator license by the end of the 5<sup>th</sup> month of the probationary period.

**Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.

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**CHICO UNIFIED SCHOOL DISTRICT  
STOCK CLERK**

**DEFINITION**

Under general supervision, to assist in the receipt, storage, inventory, issue, distribution and shipment of mail, supplies, food, equipment and other items to school sites and offices.

**SUPERVISION EXERCISED** Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist in the operations of the warehouse, including to receive, mark, check, store and inventory materials, supplies and equipment; restock shelves regularly; fill requisitions.
- Maintain records of outgoing supplies; rotate stock as necessary.
- Operate a truck, forklift and pallet jack to move, load and unload supplies.
- Assist in taking physical inventories; maintain simple records.
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area.
- Deliver and/or pick up mail, supplies, food, equipment and other materials from various sites and locations as assigned.
- Assist in the delivery and moving of furniture, cabinets, risers and other school district property as needed.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Basic methods used in the receipt, storage, inventory and distribution of supplies and equipment.
- Occupational hazards and standard safety practices necessary in the area of supply, materials and equipment storage, truck loading and delivery.
- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- State of California vehicle code.

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**Skill to:**

- Lift and carry heavy loads.
- Operate a motor vehicle safely.
- Operate forklifts, pallet jacks and other standard warehouse equipment.

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**Ability to:**

- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Maintain accurate and current records of warehouse transactions.
- Effectively wrap and pack articles for shipping and storage.

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- Perform accurate mathematical computations.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

##### **Experience:**

- One (1) year of warehousing or delivery experience.

##### **Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

##### **License and Certificate Requirement**

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Ability to obtain and maintain a Class B California driver's license, if necessary.
- Ability to obtain and maintain a Forklift Certificate by the 5<sup>th</sup> month of employment.

##### **Conditions of Employment**

- Insurability by the District's liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations.
- Must be at least 21 years of age.

#### **PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the [Job Analysis](#).

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