

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA**

March 5, 2020 – 5:30 p.m.
777 N F Street, San Bernardino, CA 92410
Personnel Commission Office – Portable B

A. PRELIMINARY FUNCTIONS:

1. Call to Order - Meeting called to order at _____ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Gladys Byrd	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

5. Approval of minutes from the February 13, 2020 Personnel Commission meeting, as submitted or amended.

Motion: _____ Second: _____
Discussion: _____
Action: Aye: _____ Nay: _____ Abstain: _____

B. PUBLIC COMMENTS:

Public Comments pertaining to non-agenda items: *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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C. CONSENT ACTION ITEMS:

All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.

1. Ratification of recruitment(s):

- | | |
|--|---|
| a. Applications Analyst III | Open/Promotional 02/26/2020-03/24/2020 |
| b. Data Quality Specialist | Open/Promotional 03/04/2020-03/31/2020 |
| c. Glazier | Open/Promotional 02/26/2020-03/24/2020 |
| d. Locksmith | Open/Promotional 02/26/2020-03/24/2020 |
| e. Mobile Maintenance Trades Worker | Open/Promotional 02/19/2020-03/17/2020 |
| f. Nutrition Services Equipment Mechanic | Open/Promotional 02/19/2020-03/17/2020 |
| g. School Police Officer | Open/Promotional 02/12/2020- 03/10/2020 |
| h. Substitute Cafeteria Worker | Open/Promotional 01/22/2020-02/18/2020 |

2. Ratification of eligibility list(s):

- | | |
|---|---------------|
| a. Educational Assistant III (Severe Impairments) | Exam # 20-003 |
| b. Personnel Director | Exam # 19-007 |
| c. Pre-School Recreation Aide | Exam # 20-002 |
| d. School Police Officer | Exam # 20-004 |

3. Approval of amendment for Applications Analyst II Exam # 19-077
eligibility list.

4. Certifications of hire, as submitted: *(See attached report)*

Approval of Consent Action Items as submitted or amended.

Motion: _____ Second: _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

D. ACTION ITEMS:

The Commission shall discuss the following recommendations. Items will be voted separately:

1. It is recommended that the Commission set a Public Hearing date for the Proposed Personnel Commission Budget for 2020-2021 on (date) _____ at (time) _____ at the Personnel Commission office, 777 North F Street, San Bernardino CA 92410.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

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2. It is recommended that the Personnel Commission approve the new job classification specification for HVACR/Plumbing Supervisor.

Motion: _____ Second _____

Discussion: _____

Action: Aye: _____ Nay: _____ Abstain: _____

E. INFORMATION ITEMS AND REPORTS:

1. CSPCA 2020 Annual Conference
2. Merit System Academy 2/29/2020

F. DISCUSSION:

The next Personnel Commission meeting will be held on April 2, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

H. CLOSED SESSION:

The Commission adjourned to closed session at _____ to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.
 1. Applicant # 20-2010
 2. Applicant # 20-2011
 3. Applicant # 20-2012

The Commission reconvene in open session at _____ and reported on the following action(s) taken in closed session:

I. ADJOURNMENT:

The Commission adjourned the meeting at _____.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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**MEETING OF THE PERSONNEL COMMISSION
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.

Assistance/Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Addressing the Commission:

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

Items on the Agenda:

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

Items not on the Agenda:

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

Placing Items on a Future Agenda:

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

Closed Session

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING**

777 North F Street, San Bernardino, CA 92410
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MINUTES

February 13, 2020 – 5:30 p.m.

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director
Ms. Irma Garcia, Senior Personnel Analyst
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

Ms. Dixon moved to approve the agenda as submitted or amended. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the January 14, 2019 Personnel Commission meeting, as submitted or amended. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Zachary Falcone, Application Analyst II applicant, spoke to the Commission regarding his application disqualification appeal. He asked the Commission to consider his student intern experience with the San Bernardino City Unified School District. He stated that he has been employed since 2016 and work between 10-20 hours per week.

Erika Deviana, Cafeteria Worker applicant, spoke to the Commission regarding her application disqualification appeal. She asked the Commission for an opportunity to be employed as a Cafeteria Worker.

Cecil Wright, Assistant Information Technology Director, addressed the Commission on behalf of Zachary Falcone. He stated that Mr. Falcone has three years of paid experience as a student intern. He asked the Commission to count his student intern experience towards the qualifications for Applications Analyst II. Commissioner Salazar inquired about compensation for the internship. Mr. Wright indicated the internship is paid.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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MINUTES

February 13, 2020 – 5:30 p.m.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve all matters listed under Consent Action Items. Mr. Bohn second the motion. Motion carried.

D. ACTION ITEMS:

1. The Personnel Commission considered the termination of the Pre-School Recreation Aide (Exam #19-008) eligibility list, based PC Rule 6.1.8.2:
Ms. Irma Garcia informed the Commission that there are no longer viable candidates. Ms. Dixon moved to approve the termination of the Pre-School Recreation Aide eligibility list. Mr. Bohn second the motion. Motion carried.

2. The Personnel Commission considered approving Personnel Commission staff attendance to the CASBO Annual Conference & California School Business Expo 2020.
Ms. Dixon moved to approve staff attendance to the conference. Mr. Salazar second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Merit System Academy 2/1/2020
Ms. Byrd shared with the Commission that the first day of the Merit Academy held on Saturday, February 1, 2020, was very informative. Ms. Irma Garcia shared with the Commission some of the topics covered at the session. Human Resources staff was also present. Ms. Dixon inquired about meeting with Dr. Vollkommer and Dr. Funchess to share the information. Ms. Byrd plans to meet with them.

2. Annual Report:
Ms. Irma Garcia shared with the Commission the final draft of the annual report pamphlet. Commissioners requested some changes. In all, they were pleased with the draft. Ms. Byrd invited a Commissioner to share the annual report with the Board. Ms. Dixon volunteered to present the information.

F. DISCUSSION:

The next Personnel Commission meeting will be held on March 5, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

None

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MINUTES

February 13, 2020 – 5:30 p.m.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:52 p.m. to discuss the following:

Pursuant to Government Code 54954.5 (e) and 54957: Public Employee
Discipline/Dismissal/Release/Appeals.

1. Applicant #33931111 - Denied
2. Applicant #34737476 - Granted
3. Applicant #3991654 - Denied
4. Applicant #7933296 - Denied
5. Applicant #3781384 - Denied
6. Applicant #39269621 - Denied

The Commission reconvened into open session at 6:14 p.m. and reported on the action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:15 p.m.

Exam #: 20-003		Exam Title: EDUCATION ASSISTANT III (SEVERE IMPAIRMENTS)			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
1/8/2020	2/4/2020	75	27	10	3/6/2021

I certify that the eligibility list is based upon examination requirement completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.

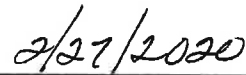

 Personnel Director

2/24/2020
 Date

Exam #: 20-007		Exam Title: Personnel Director			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
1/15/2020	2/11/2020	25	10	6	1/15/2021

I certify that the eligibility list is based upon examination requirement completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director


 Date

Exam #: 20-002		Exam Title: Pre-School Recreation Aide			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
1/8/2020	2/4/2020	219	219	13	9/6/2020

I certify that the eligibility list is based upon examination requirement completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director

2/24/2020
 Date

Exam #: 20-004		Exam Title: School Police Officer			
Recruitment Open Date	Recruitment Closed Date	# Applicants Applied	# Applicants Met Minimum Qualifications	# Eligible Ranks	Eligibility List Expiration Date
1/8/2020	2/4/2020	37	11	4	3/6/2021

I certify that the eligibility list is based upon examination requirement completed and compiled in accord with Article 6, commencing with section 45240 of the California Education Code and the Rules and Regulations of the Personnel Commission.


 Personnel Director


 Date

Certification of Classified Personnel Actions March 5, 2020 Agenda

Name	Classification	Location
Approval of the selection of the following from eligibility list(s) for 03/05/2020		
Baker, Christal	Board Certified Behavioral Analyst	Special Education Department
Becerra, Yarira	Library Assistant	Monterey Elementary
Campos Margarita	Instructional Tutor - (DHH)	Palm Avenue Elementary
Crawford, Rita	Instructional Aide	Preschool Central
Culliver, Patricia	Recreation Aide	Richardson Prep Hi
Dickey, Samantha	Instructional Tutor - (DHH)	Special Education Department
Flores, Jessica	Instructional Tutor (LH/PH)	Rio Vista Elementary School
Horta, Michelle	Cafeteria Worker	Cole Elementary
Krishnamurthy, Venkatesan	Account Clerk I	Special Education Department
McMoriss, Rhean	Education Assistant III (SI)	Jones Elementary
McNerney, Angela	Instructional Tutor (LH/PH)	Arroyo Valley High School
Mendoza, Dana	Campus Security Officer I	School Police Department
Nava, Karla	Cafeteria Worker	Cole Elementary
Nuno, Eric	Research Analyst	Categorical Programs
Perez, Renee	Instructional Aide	Alred Child Development
Preeszler, Mario	Athletic Equipment Attendant	San Bernardino High School
Rios, Mylo	Recreation Aide	New Mark Elementary
Sosa, Jasmine	Cafeteria Worker	Martin Luther King Middle School
Tolbert, Shauncia	Education Assistant III (SI)	Cypress Elementary School
Torres, Lily	Instructional Aide	Richardson Prep Hi
Waller, Raven	Education Assistant III (SI)	Special Education Department
Wright, Nyla	Education Assistant III (SI)	Shandin Hills Middle School
Approval of the promotion of the following for 03/05/2020		
Aguilar, Crystal	Library Assistant	Mt. Vernon Elementary
Castillo, Ardith	Lead Public Safety Dispatch	School Police
Guardado Paz, Marin	Maintenance Worker II	M&O
Harvey, Camela	Instructional Tutor (LH/PH)	Arroyo Valley High School
Landeros, Athziry	Bilingual Secretary II	Rio Vista Elementary
Loza, Marco	Lead Groundsworker	M&O
Martinez, Elsa	Office Technician Registrar	Inlan Career Education Center
Mendoza, Amanda	Nutrition Services Manager I	Nutrition Services
Osio, Angelica	Secretary	Alred Child Development
Rios, Sandra Karina	Secretary	Elementary Instruction
Sonrensen, Heide	Instructional Tutor (LH/PH)	E. Neal Roberts Elementary
Zepeda Verduzco, Ariana	Bilingual Clerk I	Muscoy Elementary School
Approval of the employment of the following substitutes -Limited for 03/05/2020		
Calvin, Kenneth	Campus Security Officer I	Personnel Services
Casillas, Brittany	Instructional Tutor (LH/PH)	Personnel Services
Fierros, Edgar	Education Assistant III (SI)	Personnel Services
Garcia, Georginia	Library Assistant	Personnel Services
Lopez Rosas, Breyman	Campus Security Officer I	Personnel Services
Madrigal Robert	Custodian I	Personnel Services
Mora, Abilgail	Instructional Tutor (LH/PH)	Personnel Services
Solis Gutierrez, Mairsela	Cafeteria Worker	Personnel Services
Vargas, Monica	Secretary	Personnel Services
Williams, Corinthia	Educator Assistant III (SI)	Personnel Services
Williams, Corinthia	Instructional Assistant (LH/PH)	Personnel Services
Williams, Corinthia	Instructional Assistant (SI)	Personnel Services
Solis Gutierrez, Mairsela	Cafeteria Worker	Personnel Services

Approval of the employment of the following substitutes - Provisional for 03/05/2020		
Agraz Gonzalez, Angel	Custodian I	Personnel Services
Ahumada Tirado, Esdras	Custodian I	Personnel Services
Arroyo, Jake	Custodian I	Personnel Services
Bennett, James	Custodian I	Personnel Services
Calderon, Mary	Custodian I	Personnel Services
Casillas, Brittany	Education Assistant III (SI)	Personnel Services
Dorado, Justin	Custodian I	Personnel Services
Garcia, David	Education Assistant III (SI)	Personnel Services
McNerney Angela	Education Assistant III (SI)	Personnel Services
Vargas, Monica	Senior Clerk	Personnel Services
Re-hire 39 month for 3/05/2020		
Alvarado, Rachel	Secretary	Indian Springs High School
Young, Brigida	Bilingual Senior Clerk	Preschool Central
Approval of the Voluntary Transfers of the following for 03/05/2020		
Cortez, Mark	Delivery Driver/Warehouse Worker	Nutrition Services



HVACR/Plumbing Supervisor

Class Code:

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION
Established Date:

JOB SUMMARY:

To plan, organize, and supervise maintenance, repair, and installation programs related to heating, ventilation, air conditioning, refrigeration, sheet metal work, Energy Management Controls Systems, HVACR water treatment, plumbing, backflow, welding, swimming pool, and fire sprinkler systems equipment in the District.

SUPERVISION:

Exercises direct supervision over plumbing, fire sprinkler systems, backflow, welding, swimming pool attendant, HVACR and Sheet Metal staff.

Receives general direction from the Maintenance Manager.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Recommends and assists in the implementation of department goals and objectives.
- Establishes schedules and methods for assigned staff.
- Implements policies and procedures.
- Prepares cost estimates for budget recommendations.
- Submits justifications for needed supplies and equipment.
- Monitors and controls expenditures.
- Supervises, trains, and evaluates assigned staff.
- Participates in personnel selection.
- Create, plan, and implement preventive maintenance and safety programs as it relates to heating, ventilation, air conditioning, refrigeration, sheet metal work, Energy Management Controls Systems, HVACR water treatment, plumbing, backflow, welding, swimming pool, and fire sprinkler systems equipment
- Inspects and makes recommendations to establish proper safety procedures within the plumbing and HVACR shops.
- Create, plans, and implements a preventive maintenance programs.
- Plans and supervises the installation and maintenance of energy management control systems and all HVACR-related water treatment.
- Plans and supervises the implementation of a program of maintenance, repair, and installation of waste disposal systems and equipment, hot and cold water systems and appurtenant devices, and natural and liquefied petroleum gas systems and equipment.
- Plans, supervises, and reviews plumbing-related programs, including fire extinguishers, fire sprinkler equipment, water pollution and backflow prevention devices.

- Plans and supervises repair and service of swimming pools and related equipment including pumps, water treatment devices and chemical feed systems as related to swimming pools.
- Plans, implements, supervises, and reviews a program of maintenance and repair for ventilation, air conditioning, and refrigeration equipment.
- Plans, supervises, and reviews programs for installation, service and repair of all types of space heating equipment, including space heaters, water heating equipment, low pressure water and steam boilers.
- Estimates labor and materials for job orders.
- Secures purchase orders and purchases emergency materials.
- Supervises storage and distribution of materials and equipment.
- Prepares reports and maintains records.
- Operates district vehicle for travel to job sites.
- Performs related duties as assigned.
- Prepares rough sketches of minor construction and repairs and reads and interprets construction drawings.
- Supervises storage and distribution of materials and equipment.
- Prepares reports and maintains records.
- Makes sure that all welding equipment is properly maintained and secure.
- Performs related duties as assigned.

QUALIFICATIONS:

EXPERIENCE AND EDUCATION/TRAINING: (These are the minimum experience and education/training standards, which will be used to admit or reject applicants for examination.

Five (5) years of fulltime paid journey-level experience in the installation, maintenance, and repair of HVACR, plumbing or related systems.

AND

Two (2) year of lead worker or supervisory experience.

AND

High school graduation or the equivalent.

SPECIAL REQUIREMENT

Universal Certification issued by EPA-approved agency, to recover refrigerants during the maintenance, service, or repair of small appliances, high-pressure equipment and low-pressure equipment must be obtained within six (6) months of employment in this classification.

LICENSES/CERTIFICATES/REGISTRATIONS (At time of appointment and during employment):

An appropriate, valid California driver license and auto liability insurance.

Employees in this classification are responsible for renewing the documents listed to ensure their validity throughout employment in this classification.

EMPLOYMENT STANDARDS

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of methods, materials, tools, and equipment used in the maintenance, installation and repair of heating, air conditioning, ventilating, and refrigeration systems, including water treatment and

energy management control devices; and plumbing, fire sprinkler/fire extinguisher, backflow , septic tanks, grease interceptors, and swimming pool system equipment.

- Knowledge of heating and mechanical building codes.
- Knowledge of plumbing, welding, and commercial swimming pool maintenance practices.
- Knowledge of MSDS and proper handling of hazardous materials on the job site.
- Knowledge of proper electrodes, wires, and gases used in welding/cutting operations.
- Knowledge of principles and practices of supervision and training.
- Knowledge of occupational hazards and standard safety precautions necessary in the work.
- Knowledge of sheet metal sizes, shapes, and coatings for fabrication of ducting and support of HVACR installations.
- Knowledge of safety regulations for storage, use and transportation of welding/cutting gases.
- Ability to plan and coordinate the work activities of HVACR and sheet metal staff.
- Ability to properly layout pipe and fabricate plumbing systems.
- Ability to read fabrication prints, recognize and understand plumbing and welding symbols.
- Ability to prepare rough sketches, and read and interpret drawings and specifications.
- Ability to develop and implement preventive maintenance procedures.
- Ability to make estimates of labor and materials.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop cooperative work relations with others.
- Ability to supervise, train and evaluate assigned staff.
- Ability to implement rules, policies, and procedures.
- Ability to perform administrative duties of a supervisor.
- Ability to improve efficiency of operations supervised.

PHYSICAL DEMANDS/ENVIRONMENT:

WORKING ENVIRONMENT:

Indoor outdoor work environment; driving a vehicle to conduct work; subject to exposure to fumes, dust and odors.

PHYSICAL LEVEL 3: MODERATE:

Positions in this physical level may require the following physical demands:

Strength and endurance as required to perform sustained heavy labor; stand, walk, and sit for extended periods of time; lift carry move transfer, and position objects weighing up to 51 pounds; manipulate hands and fingers to operate equipment, tools, and materials relevant to position requirements; maneuver, carry, push, or pull job equipment assigned to the position, such as lifting, positioning, moving and transferring objects; reach overhead, above the shoulders, and horizontally; bend at the waist, kneel, stoop, and crouch; run; climb and descend ladders; crawl in tight spaces; see to monitor work environment and accomplish assigned tasks; hear and speak clearly to exchange information.

AMERICANS WITH DISABILITIES ACT:

Persons with certain disabilities may be capable of performing the duties of the class. Such determination must be made on an individual basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid, available accommodations and the duties of the position.

APPOINTMENT:

Persons appointed to this position are subject to a probationary period of one (1) year, in accordance with Education Code 45301.