

MEMORANDUM OF UNDERSTANDING #14
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Maintenance Mechanic III – Lead Job Description
January 29, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The Parties have negotiated all matters within the scope of representation and reached agreement on the Maintenance Mechanic III - Lead new job description (Attachment A).

Rationale

The Maintenance & Operations department has identified the need for a Maintenance Mechanic III - Lead due to the increased volume of maintenance projects that require oversight from experienced staff.


Salary Placement


The Maintenance Mechanic III - Lead will be placed on Range 24 of the Classified Comprehensive Unit Salary Schedule (Attachment B).

Fiscal Impact

The estimated cost of promoting an internal applicant to Maintenance Mechanic III - Lead is \$18,063.

This job description shall be effective upon ratification by the Board of this MOU. This MOU will supersede the Maintenance Mechanic I & II MOU dated 10/20/2015 (Attachment C).

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn,
President, Chapter 528

Date: 2-7-2025

By: 
Joel Rogers,
Labor Relations Representative, Chapter 528

Date: 02/07/2025

Board Approved: 03/20/2025

CSEA Ratified: 02/26/2025

NEW VERSION 1 10/23/2024
MAINTENANCE MECHANIC III - LEAD

DEFINITION:

Under general supervision and direction of the Director of Maintenance and Operations and Maintenance & Operations Manager, the Maintenance Mechanic III - Lead organizes, trains, and oversees the day-to day operations of assigned maintenance Mechanics responsible for performing a variety of skilled maintenance and operational tasks; ensures maintenance and repair work is completed safely, effectively, and in a timely manner; assists team members with technical issues or advanced problems; inspects work performed by team members; tracks and logs, materials, and other resources used for cost allocation and other financial implications. The Maintenance Mechanic III - Lead will be responsible for completing work orders and other maintenance, alteration, repair, improvement and construction projects as well as working with the other members of the maintenance team. The Maintenance Mechanic III-- Lead serves in a lead capacity and performs all functions in the Maintenance Mechanic II job description within the Maintenance and Operations department.

QUALIFICATIONS:**Experience:**

- Four (4) years journeyman level experience in maintenance
- Two (2) years' experience in maintenance; acting as a lead or supervisor in maintenance that includes one (1) year as a Maintenance Mechanic II with FCUSD.

Education:

- High School Education or equivalent.
- Completion of a trades course in any maintenance area preferred.

Training:

- Well-rounded training in one or more building trades acquired through formal apprenticeship or equivalent years of experience is highly desirable.

Licenses:

- Possession of a Valid CA Class C Driver's License and a satisfactory CA DMV driving record.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Mechanic III - Lead is a skilled, journey level specialist that is overseeing and participating with one or more teams of skilled and semi-skilled workers where the assignments are quite labor intensive. The Maintenance Mechanic III - Lead has skills and credibility with fellow skilled staff, can prioritize projects and services, conduct quality assessments of work-in-progress and completed assignments, train team members, and apply considerable knowledge of construction trades, building and infrastructure maintenance. Must have a broad knowledge of facilities maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and/or air conditioning and refrigeration crafts. Maintenance Mechanic I requires two years experience performing general building maintenance. Maintenance Mechanic II requires a minimum four years experience performing building maintenance work with increasing knowledge and skills equivalent to journey-level. ...Advancement to the Maintenance Mechanic III - Lead level requires the ability to lead and participate with teams of four or more maintenance workers. Must have a broad knowledge of facilities maintenance and operations' activities and requirements, and at least a journeyman level working knowledge of the electrical, plumbing, carpentry, heating, and air conditioning and refrigeration crafts. Advancement to this level requires the ability to lead and participate with teams of four or more maintenance workers. Must be able to read and understand blueprints, specifications and related building and construction codes and regulations, and supervise and instruct others in the accomplishment of related Maintenance & Operations activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Maintenance and Operations Manager, the incumbent ~~will~~shall perform the following duties as they relate to the specialty field(s) assigned.

- Coordinates, assigns, and directs work related to building maintenance work utilizing a digital work order system.

Pending CSEA and Board Approval

- Oversees and inspects the work of maintenance staff and makes necessary recommendations and provides direction and guidance to assigned staff.
- Assists with the preparation of plans, estimates, specifications, bid forms, and contracts for labor, materials, and services.
- Assists in developing work methods, procedures and schedules.
- Monitors routine projects initiates schedule changes as necessary for completion.
- Recommend and help develop revised policy, procedures to improve safety or the delivery of services.
- Stay current on maintenance and facilities trends to monitor mechanical or electrical equipment.
- Assists in the Annual Facility Condition Assessment, utilizing the Facility Inspection Tool.
 - **May perform** carpentry work including making cabinets, door casings, furniture and window trim, constructing walls and room dividers, repairing or replacing doors and jambs; and hanging sheetrock; reading and interpreting blueprints.
 - **May perform** plumbing work including repairing or installing pumps, gas, water, and sewage lines, drinking fountains, boilers, heaters, and drains.
 - **May perform** electrical work including running conduit and wire, installing circuit breakers, alarm systems, fans, light fixtures, pumps, motors, transformers, switches, and electrical components of computer systems.
 - **May perform** mechanical work including repairing, installing, and maintaining heating, ventilation and air conditioning units, compressors, condensers, motors and electrical components, and evacuating and recharging units.
 - **May perform** glazing work including measuring, cutting, and installing windows, glass, mirrors, light diffusers, caulks joints, repairs flashing.
 - **May perform** floor covering work including installing carpet, linoleum, floor tile, and ceramic wall tile.
 - Performs cement work including mixing and patching holes, pouring and finishing concrete, and removing concrete.
 - Installs and repairs locks and makes keys; maintains master keying system.
 - Repairs roofs; cleans or replaces gutters.
 - Maintains records of time and materials used.
 - Modifies and fabricates equipment using a variety of welding techniques.

KNOWLEDGE:

- Journeyman level knowledge of standard practices, codes, tools materials and possession of one major building trade.
- Working knowledge of a minimum of three related maintenance trades.
- Occupational hazards and proper safety procedures.
- Equipment and materials required for full physical facility operation, maintenance and repair.

ABILITIES AND SKILLS:

- Demonstrate journey level proficiency in building trades.
- Strong organizational skills and conflict resolution strategies.
- Strong attention to detail, working in a busy, sometimes stressful environment with changing priorities.
- Using initiative and independent judgment within established guidelines.
- Ability to train and provide direction to others.
- Follow oral and written directions
- Operate power tools and equipment used in trades

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- Safely operate a variety of light and moderately heavy construction and maintenance equipment including, but not limited to hand mowers, backhoe and attachments, dump trucks, street sweeper, water trailer, snowplow, steel roller, riding mowers, trenchers, and a variety of hand tools.
- Follow all safety requirements, policies, and procedures. Identify work hazards and respond appropriately to mitigate safety concerns.
- Establish and maintain cooperative relationships with district personnel and the public.
- Provide a high level of customer service to members of the public, employees, students and other staff.
- Work independently with a high degree of reliability and productivity with minimal supervision.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. The employee is required to perform both light and heavy manual labor in all weather conditions. This may include physically strenuous labor, continuous or repetitive movements; skillful, controlled manipulations of small objects; fine, highly controlled muscular movements to adjust the position of a control mechanism; bending or stooping repeatedly or continually over time; working in small, cramped spaces; climbing ladders or steps; walking on rough, uneven ground; and performing other physical tasks as required of the position; required to sit, talk, and hear; frequently required to use hand tools and computer which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Demonstrate sufficient strength, mobility and range of motion to arm lift 650 pounds and floor lift 650 pounds in an employee entrance evaluation.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. Employees in this position will also be required to work outside, sometimes in confined spaces with exposure to dust, wind, heat, smoke, cold, rain, and may be required to stand the majority of the time.

- The noise level in the work environment is usually moderate.
- ~~Employees in this position will be required to work...~~

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FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist – PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	27
Certified Occupational Therapist Assistant (COTA)	26
Equity Leader I	26
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	13
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	07
Preschool Associate Teacher	03
Lead Campus Monitor	03
Campus Monitor	01
Expanded Learning Assistant	01

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual/ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01

ADMINISTRATIVE SERIES

Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08

ACCOUNTING SERIES

Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Lead Account Clerk II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06

COORDINATORS

Bilingual Special Project Coordinator	15
Parent Coordinator	01

CLERICAL SERIES

Academic and Career Advisor – Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02

FOOD SERVICE SERIES

Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03

MAINTENANCE & OPERATIONS SERIES

<u>Maintenance Mechanic III – Lead</u>	<u>24</u>
Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician Electrician	18

<u>INSTRUCTIONAL ASSISTANTS</u>		Maintenance HVAC	18
CTE Adult Education/Welding	25	Maintenance Mechanic II	18
Lead Behavior Support Assistant	09	Maintenance Painter	18
Behavior Support Assistant – General Education/Special Education	07	Plumber/Welder	18
		Head Custodian Trainer	16
		Maintenance Mechanic I	13
Mental Health Instructional Assistant	07	Warehouse Person/Maintenance Mechanic I	13
Transition Assistant II	07	Head Custodian II	12
Instructional Assistant Brailleist	04	Head Custodian I	10
Para Educator Mod/Severe	04	Building & Grounds Utility Worker	08
Transition Assistant I	04	Lead Night Custodian	08
Computer Instructional Assistant	03	Delivery Driver (DMC)	07
Elementary Intervention Program Assistant, (K-3) (4-6)	03	Grounds Worker	07
		Custodian	04

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 09/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 06/06/2024; 06/20/2024; 10/17/2024; 2/20/2025

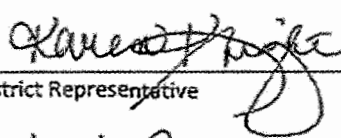
MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CSEA CHAPTER #528

Maintenance Mechanic I and Maintenance Mechanic II positions

The District proposed to create a new Job Description, Maintenance Mechanic I, and to update and rename a second Job Description, Maintenance Mechanic II. These two positions create a job pathway which, in addition to providing service to the district, enable training and promotion opportunity for employees. The parties met to bargain these two Job Descriptions.

As a result of the negotiations, the parties agree:

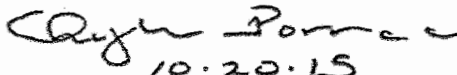
1. At any given time, the ratio of permanent/probationary Maintenance Mechanic I positions to Maintenance Mechanic II positions shall be no more 1:4.
2. The District acknowledges that the Maintenance and Operations work order process requires refinement. The District will refine the Maintenance and Operations work order process with the goal having Maintenance and Operations jobs being initiated by work orders absent unusual circumstances.
3. The parties agree that when a Maintenance Mechanic I is working as an assistant to a Maintenance Mechanic II, the Maintenance Mechanic II is required to sign off on the work order
4. This shall resolve all bargaining related to creation of the position.


District Representative

10/20/15
Date


CSEA Representative

10/20/15
Date


10.20.15