

**Covina-Valley Unified School District
Personnel Commission**

Regular Meeting

Dr. Mary Hanes Professional Development Center
220 West Puente Avenue, Covina, CA 91723
4:45 p.m.

February 8, 2022

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the “Request to Speak” card and hand it to the clerk prior to the start of the meeting.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission’s jurisdiction.

Reasonable Accommodations for Individuals with a Disability

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer _____ at _____ p.m.

Flag Salute

Roll Call:

Reggie Alderete President _____
Judith C. North, Vice President _____
Dennis McNaught, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____
Rod Zerbel, Director, Personnel Services _____

I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by _____, Seconded by _____, Vote _____
2. **Approval of Minutes.** Minutes of the regular meeting of January 11, 2022, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____
3. **Approval of Minutes.** Minutes of the special meeting of January 25, 2022, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____

II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

4. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**
5. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

III - Director/Commission Member Comments

6. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**
7. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

IV - Action Item

8. **New Job Description.** Recommendation is made that the position, Maintenance, Operations, Facilities and Transportation Supervisor, be placed on Range 196X (\$6,547.37 - \$7,959.45) of the Classified Management Salary Schedule. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

V - Closed Session

9. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957)

Discussion

VII - Adjournment

10. **Adjournment.** _____ p.m.

Action

Motion by _____, Seconded by _____, Vote _____

New Job Description

Maintenance, Operations, Facilities, and Transportation Supervisor

Under general direction of the Assistant Director of Maintenance, Operations, Facilities, and Transportation, perform technical and responsible functions and activities pertaining to maintenance, custodial, grounds, energy management, transportation, vehicle maintenance and/or repair school facilities; organize, plan, coordinate, train, and supervises custodial, grounds, maintenance and/or transportation personnel Districtwide; performs other duties as assigned.

Recommendation is this position be paid on the appropriate step of the classified management salary schedule (12 months, Range 196X \$6,547.37 - \$7,959.45)

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

January 2022
New Job Description
Personnel Commission Approval: February 8, 2022
Board Approval: February 22, 2022

Maintenance, Operations, Facilities and Transportation Supervisor

Definition

Under general direction of the Assistant Director of Maintenance, Operations, Facilities, and Transportation, perform technical and responsible functions and activities pertaining to maintenance, custodial, grounds, energy management, transportation, vehicle maintenance and/or repair school facilities; organize, plan, coordinate, train, and supervises custodial, grounds, maintenance and/or transportation personnel Districtwide; performs other duties as assigned.

Essential Duties and Responsibilities

- Supervises, trains, and evaluates a variety of custodial, grounds maintenance, and/or transportation staff;
- Develop and coordinate staffing and scheduling;
- Confer with the Director and/or Assistant Director relative to the district custodial, grounds, maintenance and transportation programs, methods and procedures of work, supply and equipment requirements, and operational problems and conflicts;
- Prepare and manage the budget for custodial, grounds, maintenance, and transportation personnel, supplies, and equipment;
- Recommends annual purchase requests for custodial, grounds, maintenance, and transportation supplies;
- Act as liaison between the district and school sites regarding custodial, grounds, maintenance, and transportation;
- Confer with principals and District administrators regarding custodial, grounds, maintenance, and transportation services;
- Plan and implement training programs for all custodial, grounds, maintenance, and transportation personnel;
- Supervise compliance with state regulations;
- Supervise and assist with the coordination of school facility planning and construction;
- Maintains a variety of records and prepares reports;
- Establish, maintain, and evaluate District and school site cleaning, maintenance, and safety standards;
- Prepare data and make recommendations for site needs for utilization of custodial, grounds, maintenance, and transportation personnel;
- Coordinate, organize, and schedule custodial, grounds, maintenance, and transportation personnel;
- Attend and participate in workshops, in-services, and special events;
- Other relatable duties as assigned.

Required Qualifications

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by District's liability insurance carrier.

Training and Experience

Any combination of education and experience that would provide the required knowledge and may be qualifying. A typical way to obtain the required knowledge and skill would be:

- High School Diploma or equivalent, including coursework and training in management, supervision, and current business practices;
- Three to five years of supervisory/managerial experience highly desired.

Knowledge of

- Motivation techniques and strategies;
- Principles of organization and supervision;
- Safe working methods and procedures;
- Methods, materials, and equipment used in the various crafts, custodial, grounds, maintenance, and transportation;
- Maintenance of school buildings, facilities, and grounds areas;
- Building construction and housekeeping practices;
- Laws, rules, and regulations affecting the construction, repair, maintenance and safety of school buildings and facilities;
- Hazardous materials and waste regulations and requirements;
- English, grammatical usage, spelling, and punctuation.

Ability to

- Plan and coordinate the work involved in maintaining school facilities;
- Plan, coordinate and supervise the work of custodial, grounds, maintenance, transportation, and other personnel;
- Maintain accurate maintenance activities and budgetary expenditures;
- Quickly learn and apply District policies, rules, regulations, procedures, and collective bargaining agreement;
- Keep current on all EPA/OSHA regulations;
- Work courteously and tactfully with co-workers, public, pupils, and parents;
- Promote team building and a positive environment;
- Adapt easily to work assignments, additional priorities, and new procedures;
- Receive constructive criticism and modify work appropriately;
- Work without close monitoring and meet deadlines;
- Identify needs and solve problems independently as appropriate;
- Suggest procedural improvements to immediate supervisor as appropriate;
- Demonstrate skill in handling difficult situations using good judgement;
- Maintain high level of professionalism in keeping the needs of the district a top priority;
- Communicate effectively in oral and written form with a variety of audiences;
- Prepare clear and concise reports pertaining to specialized and technical subject matter;

- Understand and complete oral and written directions;
- Make arithmetical calculations with speed and accuracy;
- Establish and maintain excellent working relationships and promote good customer service;
- Supervise, organize, and motivate all levels of custodial, grounds, maintenance, and transportation personnel at various sites;
- Communicate effectively in a diverse environment;
- Work evenings or weekends, as needed.

Physical Requirements

The requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:

- Exert 25 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Ascend and descend ladders, stairs, scaffolding, and ramps;
- Demonstrate the manual dexterity to operate equipment, use hand tools, and manipulate and handle various materials and objects;
- Experience exposure to hot, cold, wet, humid, or windy conditions;

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

This position will be paid on the appropriate step of the classified management salary schedule (12 months, Range 196X \$6,547.37 - \$7,959.45)