

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

BUILDING TRADES SPECIALIST

Carpenter
Painter
Glazier
Stage Manager
Locksmith

DEFINITION

Under general supervision, to perform skilled work in one or more of the specialized building and equipment trades classes listed above; to perform skilled, semi-skilled work in other building trades, as assigned; and to perform related work as required.

CLASS CHARACTERISTICS

Position assigned to these classes spend the majority of their working time performing journey-level work in one of more of the specialized building trades listed above. Positions are assigned to perform duties independently or as a team member with other trades in the classes in the Building Trades Specialist classes and in the Building Maintenance Worker class, as the need arises. Incumbents at this level have a significant role in planning work, estimating labor and materials requirements, and in identifying material sources and costs. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, material, procedures, and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe workmanlike manner, which complies with district and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to refer to their supervisor matters which would create an unsafe environment for students, staff, and themselves and/or would be perceived as deviation from policy and procedure. Incumbents designated as a project team leader are responsible for assigning, checking, guiding, correcting, and training team members.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

All Positions:

- Examine work orders to assess priority, estimate materials, tools, and amount of time; enter information to complete work orders. E
- Confer with supervisor on scheduling and technical problems of jobs and obtain approval to purchase tools, materials, and parts. E
- Confer with school site personnel to schedule work projects and report to work location. E
- Use tools of the trade with skill, observing safety precautions; operate test and measuring instruments. E
- Select tools, materials, and equipment needed to complete assigned projects and work orders. E
- Research operating and technical manuals, follow drawings, and locate parts and tools in catalogs. E
- Load and unload tools and materials and transport to and from job sites. E
- Communicate with school personnel in person and by telephone to resolve and troubleshoot routine operational problems. E
- Contact vendors by telephone and in person to order and pick up parts and materials. E

- Brainstorm with departmental staff, users and vendors to obtain information and problem solves.
- Maintain tools and equipment in secure and working condition. E
- Recommend and plan and design new construction and system replacement projects.
- Perform semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises. E
- Schedule and perform preventive maintenance.
- Perform daily preventive and safety inspection and operate district vehicle to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- Use rope, chain, hoists, dollies, and prime movers to handle equipment, tools, and materials.
- Wear identification, safety, and protective clothing and equipment. E
- Perform related duties as assigned. E

Carpenter:

- Troubleshoot, diagnose, and repair roof leaks, doors, cabinets, furniture, walls, and other carpentry-related facilities and appurtenances. E
- Take down and put up bulletin boards, clocks, shelves, chalkboards, and similar devices. Repair and replace cabinet hardware. E
- Construct walls, partitions, counters, handrails, and other facilities and appurtenances made of wood and related materials; hang doors and ceilings.
- Dig holes, pour cement, put new posts in ground, put up new rails, lay tiles. E

Locksmith:

- Install, troubleshoot, remove, and repair locks, panic bars, closers and related devices; on hardware such as doors, gates, and windows. E
- Cut keys on machine, and use power tools and drills. E
- Inventory and maintain key control records. E
- Repair student lockers.
- Open and re-key locked automobiles.

Painter:

- Prepare room or area for painting; scrape, sand, seal, and patch; mask and cover floor, furniture, and computers, and move furniture. E
- Mix and match paint, and apply paint to designated areas using sprayers, rollers, brushes and other necessary tools and methods.
- Mask, sandblast, and paint graffiti off walls. E
- Make signs and nameplates. E
- Paint lines, arrows and other markings on parking lots, playgrounds, walkways and curbs.
- Strip, sand, and refinish cabinets and shelves.

Glazier:

- Install, troubleshoot, remove, repair and finish glass and plastic materials for doors, windows, mirrors, skylights and related structure. E
- Repair and replace metal, molding and sash. E

Stage Manager:

- Instruct, guide, and monitor work of students in set construction and set-up, scene design, lighting, audio and video, rigging, curtains, and other theater equipment. E

- Set-up audiovisual equipment for District facilities. Troubleshoot and make minor repairs to audiovisual equipment. E
- Confer with instructional personnel to prepare plans for theater productions sets, audio, visual, lighting, etc. E
- Organize materials and equipment needed for auditorium functions, recommend materials and equipment purchases, and maintain adequate inventory of frequently needed supplies. E
- Serve as stage/function manager for scheduled events, ensuring proper operation of emergency equipment and compliance with health and safety codes and standards; during performance execute light, sound, cues, set placement systems, and plans; troubleshoot technical systems problems. E

* **Tasks statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

LICENSE REQUIRED: Possession of a valid and appropriate of California Driver’s License is required as a condition of continued employment.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge’s and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is one year journey-level experience performing work in the designated trades(s) area; and completion of training and/or course work in theory and practice of the trade (s); or two years of experience as a Building Maintenance Worker in MBUSD wherein the applicant has learned and performed skilled level work in the designated trade and demonstrated possession of the required knowledge’s and abilities listed above.

QUALIFICATIONS

Knowledge of:	Ability to:
<ul style="list-style-type: none"> • English usage; • Proper methods, terminology, materials, tools and equipment used in the designated trade(s); • Shop math applicable to the trades; • Appropriate safety precautions and procedures; • Applicable codes and regulations; • Routine record keeping methods. 	<ul style="list-style-type: none"> • Perform journey-level work in the designated trade(s); • Use with skill and precision the tools, equipment and materials of the designated trade(s); • Perform accurate measurements and shop mathematics; • Maintain accurate records; • Maintain tools and equipment used and assigned in clean working order, provide proper security in accordance with established departmental guidelines; • Plan and layout assigned work; • Read and work from technical manuals, shop drawings, blueprints, specification and catalogs; • Communicate effectively orally and in writing; • Operate a vehicle observing legal and defensive driving practices; • Understand and carry out oral and written instructions; • Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 3 feet</p> <p>Distinguish shades of color (Carpenter and Painter)</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read and research manuals and catalogs for maintenance and repairs</p> <p>Troubleshoot safety controls and relays</p> <p>Distinguish between color to mix paint and match material</p> <p>Operate district vehicle in keeping with defensive driving practices</p>
<p>Hearing: (which may be corrected)</p> <p>Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p>To perform tasks such as to:</p> <p>Use and maintain power equipment and identify malfunctions</p> <p>Determine operating efficiency and need of repair</p> <p>Perform duties in equipment rooms; operate saws and drills for extended periods</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Coordinate activities, maintain safety, confer with site staff, and contact vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p>To perform tasks such as to:</p> <p>Install, repair, operate, and maintain equipment and manipulate necessary tools and hoists</p> <p>Load, unload, and transport necessary tools and materials</p> <p>View machinery, equipment and fixtures from different angles, and work in small spaces</p>

<p>Lower Body Mobility:</p> <p>Walk on uneven terrain, walk on even surfaces</p> <p>Climb stairs/ladders (Carpenter, Painter, Glazier)</p> <p>Bend at waist</p> <p>Crawl</p> <p>Stoop</p> <p>Stand for prolonged periods</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Transport equipment, material and tools to and from vehicle</p> <p>Install ceiling tile, repair roof, paint above arm's reach, and repair skylights</p> <p>Lift and transport tools and materials</p> <p>Repair flooring, paint molding</p> <p>Transport and lift equipment; service appliances</p> <p>Paint, replace windows, construct cabinets, repair lockers</p> <p>Travel to work sites; make repairs at or near floor area</p> <p>Make equipment accessible</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 80 pounds on a frequent basis</p>	<p>To perform tasks such as to:</p> <p>Mix concrete, lift and carry building material</p>
<p>Stamina:</p> <p>Climb flights of stairs</p>	<p>To perform tasks such as to:</p> <p>Reach work site, tools, and material locations; make numerous trips from roof to ground levels</p>
<p>Smell:</p> <p>Distinguish strong odors which may warn of equipment malfunction or danger</p>	<p>To perform tasks such as to:</p> <p>Check for burning motors and fire</p>
<p>Environmental Requirements:</p> <p>Exposure to sun, rain, and wind without effective protection</p> <p>Exposure to harsh chemicals/toxic conditions</p> <p>Work performed at considerable heights above the ground</p> <p>Work around fumes/odors, dirt/dust (Carpenter, Painter, Glazier)</p>	<p>To perform tasks such as to:</p> <p>Work on rooftop, perform exterior painting</p> <p>Work with fiberglass insulation, use paint, thinner, stain, etc.</p> <p>Repair rooftop; paint high surfaces</p> <p>Paint, thinner, and bonding materials, work in enclosed, dusty environments when cutting wood, sanding, and cutting window materials (Carpenter, Painter, Glazier)</p>

<p>Environmental Requirements: (cont.)</p> <p>Work independently</p>	<p>To perform tasks such as to:</p> <p>Complete most tasks where two workers are not required</p>
<p>Mental Requirements:</p> <p>Read, write, understand interpret, and apply moderately complex information</p> <p>Math skills at high school proficiency level</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p>	<p>To perform tasks such as to:</p> <p>Read and interpret technical manuals and catalogs</p> <p>Plan installations, understand technical manuals, and make measurements</p> <p>Work around students and handle equipment in a safe manner</p> <p>Comply with district standards for safety</p> <p>Choose a proper solution amongst a range of possible solutions</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level
- Wear protective clothing/safety gear in accordance with established standards
- Conform to a uniform code or dress standard
- Obtain and maintain in current status the licenses and certificates required by the district
- Participate in employer mandated training and retraining programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Adopted: 10/26/95