

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
SPECIAL BOARD MEETING (Revision)

Wednesday, July 12, 2017

South Monterey County Joint Union High School District Office – Board Room  
800 Broadway  
King City, CA 93930

**VISION**

South Monterey County Joint Union High School District is a progressive academic learning community that is committed to life-long educational success

**MISSION**

South Monterey County Joint Union High School District inspires and empowers all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible and productive citizens

BOARD OF EDUCATION

Paulette Bumbalough - President  
David Gaboni - Clerk  
Joe Santibanez - Member  
Paul Dake – Member  
Leslie Girard - Member

SUPERINTENDENT

Brian Walker, Ed.D.

OPEN SESSION: 4:00 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

*Unless otherwise determined by the Board/Superintendent, each person is limited to 3 (three) minutes. If a large number wish to speak on a specific item, there is a limit of 20 minutes total input on an item. For matters that are not listed on the agenda, the Board may refer the matter to the Superintendent or designee, or take it under advisement, but shall not take action at that time except as allowed by law.*

*El público puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos generales o a asuntos especificados en la agenda. La persona que quiera hablar debe de pedir la forma que se le da a la comunidad pidiendo permiso antes de la junta, indicando si se desea hacer algún comentario sobre un tema de la agenda o algún otro asunto y presentarlo a la Secretaría de el Superintendente. Esta es una oportunidad de dirigirse a la Mesa Directiva de Educación cuando un asunto se esté llevando acabo. A menos que se determine de otra manera por el Superintendente, cada persona tiene un máximo de 3 minutos para hablar. Se hay muchas personas que quieren hablar sobre un asunto específico entonces habrá un limite de 20 minutos en total para cada asunto. Para asuntos que no estén enlistados en la agenda, La Mesa Directiva podrá referir ese asunto al Superintendente o su designado o poner ese asunto en sobre aviso, pero no se tomara ninguna acción en ese momento excepto cuando la ley lo permita.*

CLOSED SESSION: 4:05 PM

A. Public Employment

OPEN SESSION: 4:10 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. APPROVAL OF AGENDA

D. REPORT OF CLOSED SESSION ACTIONS

E. CONSENT AGENDA (Pages 1-2)

1. Approval to Award the Contract for King City High School Relocatable Site Work and Restroom Upgrades (provided at board meeting) (*Sherrie S. Castellanos, CBO*) (Page 3)

2. Approval of Change Order No. 1 for American Modular Systems (*Sherrie S. Castellanos, CBO*) (Page 4-5)
3. Approval of Proposal from Umstead Electric (*Sherrie S. Castellanos, CBO*) (Pages 6-7)

F. ACTION ITEMS

1. Approval of Resolution 02:17/18 Reduction of Classified Employee Services (*Claudia Arellano, Sr. Director Human Resources*) (Pages 8-10)
2. Approval of Operations Supervisor Job Description (*Claudia Arellano, Sr. Director Human Resources*) (Pages 11-14)

G. FUTURE AGENDA ITEMS/MEETING DATES

- July 26, 2017 – Regular Board Meeting – Greenfield High School (if needed)
- August 1, 2017 – Study Session – King City
- August 23, 2017 – Regular Board Meeting – King City
- September 5, 2017 – Study Session – King City
- September 27, 2017 – Regular Board Meeting – Greenfield High School
- October 3, 2017 – Study Session - King City
- October 25, 2017 – Regular Board Meeting – King City
- November 7, 2017 – Study Session – King City
- November 15, 2017 – Regular Board Meeting – Greenfield High School
- December 5, 2017 – Study Session – King City
- December 13, 2017 – Regular Board Meeting – King City

H. ADJOURNMENT (TO CLOSED SESSION) (if required)

I. SIGNING OF PAPERS

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL  
DISTRICT**

**SUBJECT:** Approval of Contracts

**MEETING:** July 12, 2017

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- X   Improve School Climate in Support of Teaching, Learning and Student Safety
- X   Develop/Sustain Fiscal Solvency
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Attached are agreements for approval:

TBD – King City Relocatable Site Work and Restroom Upgrades

Umstead Electric – Marquee at Greenfield HS

AMS Modular Systems – Change Order No. 1 for KCHS/GHS

Recommendation:

It is recommended that the Board of Education approve the three agreements.

Fiscal Impact:

TBD – King City Relocatable Site Work and Restroom Upgrades, TBD

Umstead Electric – Marquee at Greenfield HS, \$3,484.73

AMS Modular Systems – Change Order No. 1 for KCHS/GHS, \$1,400.00

Submitted By:

Approved:



Sherrie S. Castellanos  
Chief Business Official



Brian Walker, Ed.D.  
Superintendent

## SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SUBJECT: Approval of Contracts

MEETING: July 12, 2017

AGENDA SECTION:

- ACTION
- INFORMATION
- ACTION/CONSENT

<u>Description</u>	<u>Company or Contractor Name:</u>	<u>Contract Description</u>	<u>Original Contract Amount</u>	<u>Additional Contract Amount</u>	<u>Funding Source (s)</u>	<u>No Budget Adjustment Required</u>	<u>Requires Budget Adjustment (may impact)</u>	<u>Current Approval Amount</u>	<u>Fiscal Year</u>
Construction	TBD	Site Work and Restroom Upgrade KCHS Relocatable Project	TBD	N/A	General Fund	TBD	TBD	TBD	2017/18
Construction	Umstead Electric	Electrical for GHS Marquee	\$3,485	N/A	LCAP, Supplemental & Concentration Grants	X		\$3,485	2017/18
Construction	AMS	Change Order No. 1	\$1,400	\$216,480 - KCHS/ \$141,680 GHS	General Fund		X	\$1,400	2017/18



**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL  
DISTRICT**

**SUBJECT:** Approval to Award the Contract for King City High School Relocatable Site Work and Restroom Upgrades (provided at board meeting)

**MEETING:** July 12, 2017

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The District prepared bid documents and went out to bid for the King City Relocatable Site Work and Restroom Upgrades. The bid opening was July 12, 2017. The bid results and recommendation is to award the contract to be announced at the board meeting on July 12, 2017.

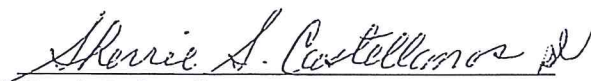
Recommendation:

It is recommended that the Board of Education approve awarding the King City High School Relocatable Site Work and Restroom Upgrades (announced at meeting).

Fiscal Impact:

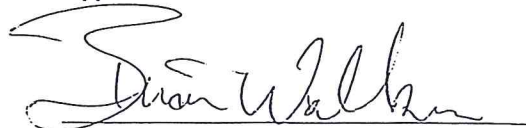
Amount provided at the board meeting, from the General Fund.

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Brian Walker, Ed.D.  
Superintendent

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL  
DISTRICT**

**SUBJECT:** Approval of Change Order No. 1 for American  
Modular Systems

**MEETING:** July 12, 2017

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Due to difficulty in accessing the location where the modular buildings will be installed, AMS is required to roll each module into place.

Recommendation:

It is recommended that the Board of Education approve change order No. 1 for American Modular Systems.

Fiscal Impact:

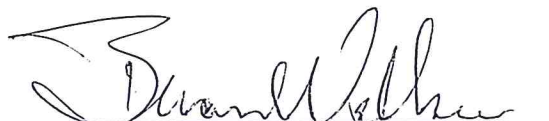
\$1,400, General Fund (not budgeted)

Submitted By:

Approved:



Sherrie S. Castellanos  
Chief Business Official



Brian Walker, Ed.D.  
Superintendent



To: American Modular Systems  
787 Spreckels Ave.  
Manteca, CA 95336  
(209) 825-1921

Change Order #: 1  
Initiation Date: \_\_\_\_\_  
AMS Project 1343-16

**Customer:** South Monterey County Joint Union High School District  
**Site Address:** 800 Broadway Street  
King City, CA 95076

Change initiated by: Site Access

**AMS is directed to make the following changes in the contract:**

Additional charge to roll each module into place due to lack of access \$350/per module	\$ 1,400.00
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The contract sum will be **increased** by this change order: \$ 1,400.00

The contract time will be **unchanged** by: \_\_\_\_\_ days.

New project completion date: na

**American Modular Systems**  
By: Erica Moreno Shoemaker  
Business Development Manager  
Date: 6/30/17

**Owner or Owner Representative**  
By: \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_

Note: All conditions and terms of the contract order will apply except as herein changed.

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL  
DISTRICT**

**SUBJECT:** Approval of Proposal from Umstead Electric

**MEETING:** July 12, 2017

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The recently purchased marquee for Greenfield High School does not have an adequate electrical supply. Attached is a proposal from Umstead Electric to upgrade.

Recommendation:

It is recommended that the Board of Education approve the proposal from Umstead Electric.

Fiscal Impact:

\$3,484.73, LCAP Supplemental & Concentration Grant Funds.

Submitted By:

Approved:



Sherrie S. Castellanos  
Chief Business Official

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Brian Walker, Ed.D.  
Superintendent



COMMERCIAL \* INDUSTRIAL \* AGRICULTURAL \* RESIDENTIAL



325 AIRPORT RD.

KING CITY, CA 93930

info@umsteadelectric.com

Date:	6/28/2017	Co:	SMCJUHS
From:	Ted Umstead	Attn:	Sherrie
Project:	Greenfield High Marquee	Fax:	
Address:	225 S. El Camino Real	Address:	800 Broadway
	Greenfield, CA 93927		King City, CA 93930

We are pleased to submit a proposal for the above mentioned project. All required labor, materials, tools equipment, insurance and supervision for the following work is included.

**PROPOSAL # UE-665**

Install 4 20 Amp Circuits for Marquee at Greenfield High

Material	\$	1,815.00
Sales Tax	\$	149.73
Labor	\$	1,520.00

Project Total \$ 3,484.73

Umstead Electric requires a signed proposal or letter of intent be submitted prior to scheduling project. This proposal is valid for 60 days.

Ted Umstead

Date

6/28/2017

Accepted:

Date

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

**GOVERNING BOARD**

**SUBJECT:** Reduction of Classified Employee Services  
Resolution No. 02:17/18

**MEETING:** July 12, 2017

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The South Monterey County Joint Union High School District is currently going through a reorganization process which requires the merging of two separate positions in order to meet the needs of the district.

As a result, the Food Service Manager position needs to be eliminated for the 2017-2018 school year. Resolution # 02:17/18 indicates the classified position that is proposed to be eliminated as well as the effective date of the elimination.

Education Code Section 45117 states that school districts provide not less than 60 days notice to affected classified employees of a layoff. However, the resolution indicates that, unless the affected employee is offered and accepts other employment in the District, there is no need to deliver such notice.

Recommendation:

It is recommended that the Board of Education approve Resolution No. 02:17/18, Reduction of Classified Employee Services.

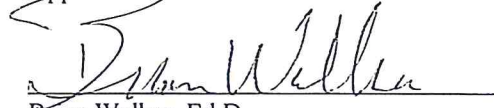
Fiscal Impact:

Savings to be determined

Submitted By:

  
Claudia Arellano  
Director of Human Resources

Approved:

  
Brian Walker, Ed.D.  
Superintendent

ABSTAIN:

I, \_\_\_\_\_, Clerk of the Governing Board of South Monterey County Joint Union High School District, HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed and adopted by the Board of Trustees at a regular meeting thereof held on the 12<sup>th</sup> day of July 2017, by a vote of \_\_\_\_\_.

IN WITNESS THEREOF, I have hereto set my hand this 12<sup>th</sup> day of July, 2017.

\_\_\_\_\_  
Clerk of the Governing Board

BEFORE THE GOVERNING BOARD OF THE  
SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

IN THE MATTER OF  
  
REDUCTION OF CLASSIFIED  
EMPLOYEE SERVICES

RESOLUTION NO. 17/18:02

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the District to layoff classified employees for lack of work and/or lack of funds upon 60 days prior notice; and

WHEREAS, due to a lack of work and/or a lack of funds, certain services now being provided by the District must be eliminated;

NOW, THEREFORE, BE IT RESOLVED that as of June 30, 2017, the following positions will be eliminated:

1. Food Service Manager

BE IT FURTHER RESOLVED that the District Superintendent or his designee be authorized and directed to give notice of termination of employment to the affected employee of this District pursuant to district rules and regulations and applicable provisions of the Education Code not later than sixty (60) calendar days prior to the effective date of such reduction or discontinuance as set forth above, unless the employee is offered and accepts other employment in the District.

BE IT FURTHER RESOLVED that the District Superintendent or his designee be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

Adopted by the Governing Board of the South Monterey County Joint Union High School District on this 12<sup>th</sup> day of July, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

I, \_\_\_\_\_, Clerk of the Governing Board of South Monterey County Joint Union High School District, HEREBY CERTIFY that the foregoing Resolution was duly introduced, passed and adopted by the Board of Trustees at a regular meeting thereof held on the 12<sup>th</sup> day of July 2017, by a vote of \_\_\_\_\_.

IN WITNESS THEREOF, I have hereto set my hand this 12<sup>th</sup> day of July, 2017.

\_\_\_\_\_  
Clerk of the Governing Board



**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

**GOVERNING BOARD**

**SUBJECT:** Approval of Operations Supervisor job description

**MEETING:** July 12, 2017

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

After several months of attempting to fill the MOTF Supervisor position with a qualified candidate to no avail, the South Monterey County Joint Union High School District is now going through a reorganization process which seeks to merge MOTF and Food Service in order to meet the needs of the district.

As a result, a new position has been created which will provide the district an opportunity to not only generate some savings, but also, an opportunity to further grow and develop a current employee with a strong foundation to improve and contribute to the efficiency of district operations and services.

The job description attached outlines the essential functions of the new position being created, and accurately represents the needs, qualifications and skills needed to succeed in the position.

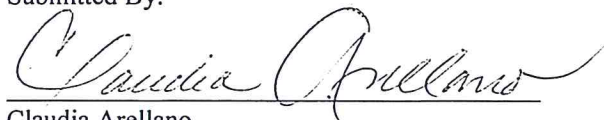
Recommendation:

It is recommended that the Board of Education approve the Operations Supervisor job description as presented with an effective date of July 1, 2017.

Fiscal Impact:

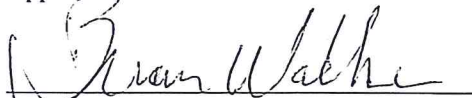
Savings to be determined

Submitted By:



Claudia Arellano  
Director of Human Resources

Approved:



Brian Walker, Ed.D.  
Superintendent

# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

## OPERATIONS SUPERVISOR

### BASIC JOB FUNCTIONS:

Under the direction of the Chief Business Official (CBO), the Operations Supervisor plans, organizes and supervises all aspects of the district's plant operations, transportation, maintenance, facilities and school nutrition services. Coordinates personnel, communications, and information to meet organizational needs. Establishes and maintains effective systems for timely scheduling and completion of maintenance and operations activities; coordinates optimal district student transportation schedules; ensures cost effectiveness and compliance with district, state and federal requirements regarding school nutrition services; supervises and evaluates the performance of assigned personnel in accordance with employee contract timelines.

### DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

The Operations Supervisor is a mid-management-level position with full operational responsibility for food service, transportation, facilities, maintenance, and custodial services serving all district facilities. Requires the ability to modify or adapt systems or programs for the purposes of meeting ongoing procedural and technological change. The position is in continual contact with leadership at school sites, District administration, work crews, and outside contractors and vendors.

### ESSENTIAL JOB FUNCTIONS

- Works with the Chief Business Official to manage and maintain budgets related to the work of the department and related projects.
- Develops and implements department procedures and practices to ensure satisfactory operation of food service, transportation, facilities, maintenance, and custodial services in the District.
- Plans, organizes and conducts personnel meetings, orientation and in-service training programs.
- Prepares and maintains records, files, logs and reports related to facilities, personnel, inventory, supplies, work requests, work performed and safety issues.
- Supervises and evaluates the performance of assigned staff; administers employee discipline in accordance with established policies and collective bargaining agreements.
- Communicates with District and site personnel to resolve issues, concerns or questions regarding district operations in transportation, maintenance, facilities and food nutrition services.
- Maintains confidentiality of privileged information regarding students, parents, staff and others
- Performs other related duties as assigned

### MAINTENANCE / FACILITIES

- Plans, inspects, coordinates and oversees day-to-day maintenance and operations activities to ensure proper and efficient maintenance and repair of district buildings and facilities to include a systematic preventative maintenance program.
- Develops and prepares work schedules, reviews maintenance reports and work orders, prioritizes and coordinates duties and assignments to ensure effective workflow and facilitate operations; coordinates responses to emergency calls.
- Inspects and documents work by contractors to include courses of action to achieve district needs.
- Plans for and directs the purchase of needed equipment, materials and supplies for the district maintenance operations; requisitions a wide variety of supplies, maintenance tools and equipment. When required, initiates the process for competitive proposals and bidding as needed.
- Directs, monitors, reviews, and implements safe work practices, handling of hazardous materials, and energy management training and surveillance programs as appropriate.
- Ensures that the district is compliant with all appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices.
- Communicates with vendors, contractors, and State/County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and district policies and procedures. Serves as the district's point of contact for independent contractors for small-scale projects.
- Confers with site and district administration to discuss preventative and routine maintenance repairs, project coordination, work orders and related matters.
- Serves as a technical resource to personnel concerning maintenance and repair operations, projects and activities; responds to inquiries and provides detailed and technical information regarding related laws, codes, regulations, policies and procedures.
- Participates in discussions regarding short-and-long range facilities plans, including plans for new construction and major renovations as appropriate.



# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

## OPERATIONS SUPERVISOR

### TRANSPORTATION

- Plans and coordinates optimal District student transportation schedules, routes and stops to maximize service to students, minimize cost and for effective utilization of transportation equipment and staff.
- Assures the enforcement of safety programs and the safety compliance of bus fleets and operations.
- Supervises the maintenance and repair of District vehicles, buses and related equipment in compliance with State and Federal requirements; oversee shop/garage activities; order parts and related inventory as needed.
- Acts as a liaison with the CHP Motor Carrier for annual terminal inspections; review all CHP annual bus safety inspections.
- Provides information to and resolves student transportation problems with parents, principals and other school administrators.
- Supervises departmental compliance with all licensing and certification requirements.
- Investigates and compiles information on any accident involving pupil transportation, prepare necessary reports and recommend remedial action as appropriate.
- Manages district transportation policies, Department of Transportation procedures, Drug and Alcohol Testing guidelines

### FOOD SERVICE

- Oversees the school nutrition services, including managing food service staff, coordinating with meal vendor(s), ensuring compliance, conducting monthly food safety audits and ensuring meal program financial health.
- Monitor and maintain the safe operation and condition of all food preparation and serving equipment and machines.
- Plan and direct in-service workshops and training programs for nutrition services personnel.
- Develop application process and procedures under the free and reduced meal program.
- Prepare a variety of food services records and reports.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Federal and State and local regulations governing facilities, maintenance, safety, transportation and school nutrition services
- Procedures, methods and techniques of effective management, involving the maintenance and operation of educational facilities, school construction, school nutrition services, finance, accounting, and budgeting.
- Methods used to plan, organize and direct operations and activities related to the installation, configuration and maintenance of alarms
- Facilities master planning techniques, State reporting requirements and standards.
- Safety regulations, laws and practices related to school district transportation
  
- Menu planning to meet the nutritional requirements of high school age students
- Food production including preparation, service, and storage.
- Food pricing, portion control, methods of computing food quantities and qualities, and merchandising.
- Proper procedures, methods and equipment used in ordering, preparing, cooking, transporting and distributing large quantities of food.
- Sanitation and safety practices related to cooking and serving food.
  
- District organization, operations, policies and objectives
- Principles and practices of administration, supervision, training and public relations
- Health and safety regulations

#### Ability to:

- Work with considerable independence to provide leadership and direction in all aspects of the district's plant operations, transportation, maintenance, facilities and food nutrition services
- Plan, organize, direct and manage District-wide maintenance and repair functions, grounds, custodial, transportation services, fleet management, utility management, and District safety, ADA, asbestos, hazardous materials, recycling, indoor air quality and security programs
- Work with architects, building inspectors, school administrators, public agencies and contractors on the design, construction or alteration of school buildings and landscaped areas; serve as district liaison to State Allocation Board, Office of Public School Construction and Director of Industrial Relations for state-funded construction projects
- Serve as district safety coordinator to ensure the district is as hazard free as possible and that employees perform their duties in a safe manner; coordinate with other agencies as needed.
- Direct and supervise employees for maximum productivity; provide evaluation and training.
- Maintain composure in the face of high workload, competing or conflicting demands, ambiguous assignments, interruptions and distractions
- Analyze situations accurately; respond independently and creatively; adopt an effective course of action; apply professional knowledge and administrative ability to direct programs under supervision.
- Plan, organize and prioritize work efficiently and effectively in order to meet schedules, timelines and deadlines



# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

## OPERATIONS SUPERVISOR

- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Operate various office machines, including calculators, copy machine, fax and computers
- Accurately analyze and solve complex accounting problems
- Communicate effectively, both orally and in written form
- Act ethically beyond reproach

### PHYSICAL & MENTAL DEMANDS / WORK ENVIRONMENT:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands

While performing the duties of this job, the employee is required to hear and speak to exchange information in person or through the use of technology, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. The employee is occasionally required to sit, taste and/or smell. The employee is required to frequently walk and stand to access work areas and equipment; stoop, kneel, crouch, or crawl to access or place objects or equipment; carry, lift, push or pull moderately heavy objects, ascend and descend ladders, stairs, and ramps, and will involve walking or standing for extended periods. The employee may regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

#### Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work under deadlines with constant interruptions; and interact with students, staff, parents, the public, and others encountered in the course of work.

#### Work Environment

Indoor and outdoor environment where the noise level is usually moderate to loud. The employee travels to a variety of school and off-site facilities for meetings. Working conditions may include regular exposure to fumes, dust, odors, cleaning agents and chemicals. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced. Possible contact with dissatisfied or abusive individuals

### EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business administration, engineering, public administration or a related field and/or
- Five years supervisory experience in a facilities, maintenance and/or school district operations capacity. Related experience in a public sector or educational setting is desirable.
- Bilingual English/Spanish highly desirable

### LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Valid California Driver's License with evidence of insurability

### CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

**SALARY RANGE:** \$ 74,156 – \$ 90,137 (dependent on experience)

**WORK YEAR:** 12 months

Job Description: MAINTENANCE, TRANSPORTATION &  
OPERATIONS SUPERVISOR

South Monterey County Joint Union High School District