

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Electrical Technician

CATEGORY: ~~Non-Exempt; Classified Contract~~ Non-Exempt

REPORTS TO (BY TITLE): ~~Supervisor, Mechanical Systems~~

SALARY RANGE: ~~Range 25~~

SALARY SCHEDULE: ~~Classified~~

WORK YEAR: ~~12 Months~~ 260 days

SUPERVISION: ~~N/A~~

POSITION DESCRIPTION:

Under general supervision, ~~perform~~ performs journey-level skilled electrical and electronic work in the installation, construction, maintenance, alteration, and repair of electrical systems, and intercom and fire alarm systems and equipment. ~~Perform;~~ on occasion positions are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1. Troubleshoot~~ Troubleshoots malfunctions with electrical systems ~~problems.~~
- ~~2. Troubleshoot,~~ electronic intercoms, and fire alarm systems; repairs or notifies appropriate agencies or personnel of major malfunctions.
- ~~3. Install, repair, inspect~~ Installs, repairs, inspects, and ~~maintain~~ maintains low and high voltage electrical systems, including conduit and duct systems, lighting systems and power circuits, motorized equipment, various shop equipment, kitchen appliances, emergency generators and transfer switches, stage lighting and theater switchboards, air curtains, exhaust fans, emergency battery backup systems, computerized building automation systems, -breakers, fusers, relays, contactors, sensors, timers, transformers, light fixtures, outlets, and related control circuits in all District equipment, ~~and clocks.~~

4. ~~Program~~Programs electronic systems to include building automation systems.
5. ~~Install, maintain~~Installs, maintains, and ~~troubleshoot~~troubleshoots energy management equipment, including motion sensing and photovoltaic devices associated with energy management.
6. ~~Plan~~Plans and ~~schedules~~schedules assigned work.
7. May ~~train district~~provide work guidance to District personnel on the proper operation of building automation systems.
8. ~~Install, maintain~~Installs, maintains and ~~troubleshoot~~troubleshoots athletic scoreboards and related equipment.
9. ~~Maintain~~Maintains electronic marquee.
10. ~~Establish~~Establishes electrical service to new, moved, or altered buildings.
11. ~~Install~~Installs and ~~maintain~~maintains computer cables for building automation systems.
12. ~~Install~~Installs electrical circuit systems for District Print Services.
13. ~~Meet~~Meets with architects, engineers, and contractors as needed.
14. ~~Maintain~~Maintains electronic door systems.
15. ~~Maintain complete inventory of electrical and electronic replacement parts and materials.~~
 - ~~Maintain~~Orders various materials, equipment, tools and supplies according to established procedures, and contacts vendors as needed.
16. ~~Maintains~~Maintains elevator controls.
17. ~~Work~~Works from verbal and written instructions, technical manuals, blueprints, sketches and work orders.
18. ~~Cut~~Cuts and ~~thread pipe~~threads pipes.
19. ~~Perform~~Performs soldering and minor sheet metal work.
20. May ~~direct the~~provide work ~~of~~guidance to others.
 - ~~Keep~~Assists in other maintenance areas by performing unskilled and semi-skilled duties.
21. ~~Keeps~~Keeps time and labor records.
 - ~~Perform~~Installs and maintains Electric Vehicle (EV) charging stations.
 - ~~Repairs and resets master clocks and secondary clocks; and reprograms the school bell schedule as needed.~~
 - ~~Observes and ensures compliance with Federal, State and Local electrical and building codes and fire regulations.~~
22. ~~Performs other related duties consistent with the scope and intent of as assigned to ensure the position~~efficient and effective functioning of the work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- High school diploma or equivalency

Experience:

- Four (4) years of journey level experience as a maintenance electrician including one (1) year of verifiable experience troubleshooting electronic systems and occupancy sensor systems

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of Aerial Lift Operator's Certificate [or certification within six (6) months of employment]
- Verified copy of high school diploma or equivalent

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard practices, materials and methods of the electrical and electronics trade
- Design construction, installation, and maintenance of electrical systems
- Electronic intercom and fire alarm systems, together with ~~skills~~ in performing electrical and electronic repair work
- Appropriate electrical codes
- ~~Operation of a computer and~~ Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- Appropriate safety precautions and procedures
- Commercial and industrial electrical voltages and phases
- Proper methods of storing equipment, materials and supplies

- Record-keeping techniques
- Proper lifting techniques
- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage and grammar
- Health and safety regulations

Ability to:

- Perform skilled electrical and electronic intercom and fire alarm work
- Use tools and equipment ~~in~~when performing skilled repairs
- ~~Plan~~Calculate, plan, and lay out work, including estimating labor~~estimate time and material costs~~materials for projects
- Work from verbal and written instructions, technical manuals, wiring diagrams, blueprints, sketches, plans and specifications
- Read, understand, and interpret~~compose a variety of~~ technical documents and information (e.g., shop manuals related to repair and installation, blueprints, diagrams, and drawings); and/or facilitate group discussions
- Operate or learn to operate necessary computer programs in the course of maintaining electrical and electronic systems
- Assess electrical and electronic needs in the District and recommend appropriate designs and solutions
- Maintain ~~routine~~various records related to work performed
- ~~Operate a truck, observing legal and defensive driving practices~~
 - Become certified in the operation of an aerial lift truck
 - Perform shop math
- ~~Work cooperatively with those contacted in the course of work~~
 - Understand and carry out oral and written directions
 - Establish and maintain cooperative and effective working relationships with others
 - Work well both independently, ~~with little or no direction and as part of a team~~
 - Maintain ~~liability by District state minimum~~ liability insurance ~~carrier~~coverage
 - Maintain sketches and drawings of equipment and perform electronic and electrical functions on fire alarm systems
 - Interpret complex technical manuals related to fire alarm systems
 - Understand and follow oral and written instructions
 - Analyze situations accurately and adopt an effective course of action
 - Operate in a safe manner a variety of tools, equipment, machinery, and vehicles
 - Add, subtract, multiply, and divide quickly and accurately
 - Communicate effectively both orally and in writing
 - Meet schedules and timelines

- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

Frequently The physical 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.

- Regularly lift and/or move up to 50 pounds
- Occasionally lift, carry, push and/or pull up to 50 heavy objects, with the use of hand trucks or other equipment more than 100 pounds
- Work underground in an environment such as trenches, pits, vaults, etc.
- Work at high levels above ground such as roofs, scaffolds, ladders, attic spaces, catwalks, personnel lifts and aerial lift trucks
- Occasionally push Standing, walking, sitting, or working for extended periods of time
- Seeing to read and pull over 100 pounds with assistance

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years of journeyman level experience as a maintenance electrician including one (1) year perform primary functions of experience

~~troubleshooting electronic systems~~ classification and ~~occupancy sensor systems~~ view computer screens

Education:

- ~~High school diploma or equivalent.~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License.~~
- ~~Possession of Aerial Lift Operator's Certificate (or certification within six (6) months of employment).~~

Materials:

- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Work at heights, ascend and descend ladder
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

- ~~Original Board Approval: 07/01/1995~~ ~~Verified copy of high school diploma or equivalent.~~

~~Approved: 7/1/1995~~

~~Revised: -303/15/2017; 12/18/2025~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: -HVAC Technician_

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): Supervisor, Mechanical Systems__

SALARY RANGE: Range 25__

SALARY SCHEDULE: Classified Contract

WORK YEAR: 12 Months 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under general supervision, ~~perform~~performs ~~journey-level~~ skilled work in the repair and maintenance of refrigeration, heating, ventilation, and air conditioning (HVAC) equipment and systems. ~~Install;~~ installs and ~~maintain~~maintains building automation systems and energy management systems.

Class Characteristics:

~~Most of the incumbent's time is spent in skilled refrigeration, heating, ventilation and air conditioning equipment repair work as well as installing and maintaining building automation systems and energy management systems. Incumbents may carry out a wide range of general maintenance outside the air conditioning, heating and ventilating repair trade. As assigned. On occasion, positions are expected to perform tasks in other maintenance trades~~ at an unskilled or semi-skilled level as a helper or independently.

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1. Inspect, repair, maintain and service~~ Inspects, repairs, maintains and services all types of refrigeration and air conditioning equipment and systems.

2. ~~Install, calibrate, replace and repair~~ Installs, calibrates, replaces and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing and pipes.
3. ~~Cut, bind~~ Cuts, binds and ~~join~~ joins tubing and pipes.
4. ~~Diagnose, troubleshoot~~ Diagnoses, troubleshoots and ~~repair~~ repairs pneumatic, electric, electronic digital controllers and microprocessor controls ~~on~~ in building systems and computer rooms.
5. ~~Pressure test~~ tests systems.
6. ~~Test~~ Tests joints and ~~insulate pipe of~~ insulates pipes in refrigeration or air conditioning systems.
7. ~~Recover~~ Recovers and ~~reycle~~ recycles refrigerant for storage and future use.
8. ~~Fabricate, repair~~ Fabricates, repairs and ~~install~~ installs duct work and chassis covers.
9. ~~Connect~~ Connects motors to control panels and control panels to power.
10. ~~Inspect, disassemble, repair~~ Inspects, disassembles, repairs and ~~maintain~~ maintains hot water and forced air heating and ventilation equipment.
11. ~~Maintain~~ Maintains and ~~repair~~ repairs steam pressure vessels, boilers and other steam equipment.
12. ~~Adjust~~ Adjusts and ~~install~~ installs valves, thermostats, fans, pressure regulators and pumps.
13. ~~Flush~~ Flushes boilers, ~~descale~~ descales tubing, ~~cut~~ cuts and ~~thread~~ threads pipes.
14. ~~Assist~~ Assists in other maintenance areas by performing unskilled and semi-skilled duties.
15. ~~Plan~~ Plans and ~~lay~~ lays out assigned tasks.
16. ~~Maintain~~ Maintains gas, oil and water in assigned ~~vehicle~~ vehicles.
17. ~~Keep~~ Maintains time, labor and material records.
18. ~~May~~ May meet and coordinate with outside contractors.
19. ~~May~~ May ~~direct the~~ provide work ~~of~~ guidance to helpers.
20. ~~Requisition, order~~ Orders and ~~store~~ stores parts and materials.
21. ~~Install~~ Installs and ~~maintain~~ maintains building automation systems and energy management systems.
22. ~~May~~ May maintain and repair kitchen equipment.
23. ~~Evaluate~~ Evaluates preliminary mechanical engineering design plans and specifications for remodels, upgrades or new construction.
24. ~~Work~~ Works with high-pressure refrigerant and associated safety and control equipment.
- ~~Perform~~ Maintains hydronic and chiller systems in a central plant environment.
25. ~~Performs other~~ related duties ~~consistent with as assigned to ensure the~~ scope ~~efficient~~ and ~~intent~~ effective functioning of the ~~position~~ work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Graduation from high school or equivalency

Experience:

- Four (4) years verifiable journey-level work experience in the maintenance and repair of air conditioning, refrigeration, heating, and ventilation equipment and systems

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of a current certificate of completion for Refrigeration/Air Conditioning Service and Repair
- Possession of a current Environmental Protection Agency Section 608 Type Universal Refrigerant Certification
- Ability to obtain an aerial and forklift operator's certificate within six (6) months of employment
- Verified copy of high school diploma or equivalent

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Pipe fitting, sheet metal work and electrical work as it pertains to heating, refrigeration, ventilation, high pressure refrigerant and air conditioning repair
- Industrial air conditioning and refrigeration systems in excess of 700 ton chillers

- Procedures and proper use of the tools and equipment used in the maintenance and repair of refrigeration, heating, ventilation and steam pressure equipment
- Diagnostic use of computer equipment and related software for building automation systems and energy management systems
- Appropriate safety precautions and procedures
- The maintenance of safe and usable water conditions in open systems and closed-loop chiller water systems and boilers
- Thermal energy storage ice plants
- ~~Oral and written communication skills~~
 - Technical aspects in the field of specialty
 - ~~Modern office practices, procedures~~ Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
 - English usage and grammar
 - Basic math, including calculations using fractions, percentages, and/or ratios
 - Proper methods of storing equipment, materials and supplies
- ~~Correct English usage, grammar, spelling, punctuation, and vocabulary~~
- ~~Operation of a computer and assigned software~~
 - Record-keeping techniques
 - Proper lifting techniques
 - Health and safety regulations

Ability to:

- Perform journey-level skilled work in the maintenance and repair of a wide range of refrigeration, heating, ventilation and air conditioning equipment
- Plan and lay out work, including estimating labor and material costs
- ~~Work from diagrams, schematics, blueprints, plans and specifications~~
 - Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Maintain simple ~~various~~ records related to work performed
 - Perform and learn to perform a wide range of general maintenance and repair work not requiring full journey skill level
 - Operate a truck, observing legal and defensive practices
 - Operate refrigerant ~~recycle~~ recycling and recovery equipment
 - Understand and ~~carry out~~ follow oral and written ~~directions~~ instructions
 - Communicate effectively both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Operate a ~~variety of office equipment including a~~ computer and ~~assigned~~ related software and applications
 - Work well both independently ~~with little or no direction~~ and as part of a team

- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- ~~Utilize interpersonal skills using tact, patience and courtesy~~
 - Make decisions based on sound judgment, honesty and integrity
 - Maintain insurability by the District liability insurance carrier
 - Perform shop math
 - Analyze situations accurately and adopt an effective course of action
 - Operate in a safe manner a variety of tools, equipment, and machinery
 - Add, subtract, multiply, and divide quickly and accurately
 - Meet schedules and timelines
 - Observe health and safety regulations and procedures
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed both indoors and outdoors, at times in confined spaces and heights
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and gases
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

~~Occasionally~~The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push, or pull and carry very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- ~~Frequently lift, push, pull and carry up to 50 pounds~~
 - ~~Ability to work~~Work in confined spaces and at high levels above ground such as roofs, ladders and aerial lift trucks
 - ~~Ability to work~~Work safely with high pressure refrigerant
 - ~~Ability to work~~Work at a desk and in meetings of various configurations
 - ~~Digital dexterity~~Dexterity of hands and fingers to operate ~~office~~specialized equipment and tools
 - ~~Ability~~Seeing to read ~~printed matter and~~ and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of experience at apprentice or journey level in a large, industrial setting.~~
- ~~Completion of journey level apprenticeship program (typically three (3) years) plus two (2) years of journey level work experience in the maintenance and repair of air conditioning, refrigeration, heating and ventilation equipment and systems.~~

Education:

- Graduation
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Standing, walking, sitting, or working for extended periods of time

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical, mechanical, and burn hazards
- Working from high school or equivalent heights

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.~~

Materials:

- ~~Possession of a current certificate of completion for Refrigeration/Air Conditioning Service and Repair.~~
- ~~Possession of a current Environmental Protection Agency Section 608 Type Universal Refrigerant Certification.~~
 - Traffic hazards
 - Gases stored under pressure

- ~~Original Board Approval~~
- ~~Ability to obtain an aerial and forklift operator's certificate within six (6) months of employment.~~

Materials:

- ~~Verified copy of high school diploma or equivalent.~~

~~Approved:~~ 12/28/1994

Revised: -06/05/1996; 10/18/2006; 08/07/2008; 07/12/2017; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Alarm Technician

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): ~~Director, Maintenance & Operations~~

SALARY SCHEDULE/RANGE: ~~Classified, Range 24~~

WORK YEAR: ~~12 Months~~ 260 days

SUPERVISION: ~~N/A~~

POSITION DESCRIPTION:

Under limited supervision, ~~perform skilled~~ performs journey-level electrical and electronic work in the installation ~~and, replacement, modification,~~ maintenance, and repair of mechanical, electrical, and electronic equipment for security, video, and fire alarm systems ~~and related duties.~~

Class Characteristics:

~~A major portion of time is spent performing skilled installation, replacement, modification, maintenance, and repair of security and fire alarm systems, including intrusion alarms, video surveillance, fire alarm devices, panels, power supplies, batteries, and switching equipment. On occasion, positions are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1.● Install, replace~~ Installs, replaces, and ~~maintain~~ maintains video electronic security and fire alarm systems at District facilities.
- ~~2.● Perform~~ Performs regularly scheduled preventative maintenance for security and fire alarm systems.
- ~~3.● Diagnose~~ Diagnoses and ~~perform~~ performs minor electronic, electrical, and mechanical repairs to security and fire alarm systems and related equipment.
- ~~4.● Maintain~~ Maintains District security alarm pass codes.

5. ~~Record~~Records and ~~assign~~assigns new and changed pass codes as required to District staff.
6. ~~Prepare~~Prepares estimates for repairs and the purchase of security and fire alarm systems.
7. ~~Rezone~~Rezones security and fire alarm system devices as needed for proper operation and coverage of sites.
8. ~~Conduct~~Conducts informal training for District personnel in the operation of security and fire alarm systems.
9. ~~Review~~Reviews school district construction plans ~~effor~~ both new and remodel projects for proper coverage and installation of equipment, as needed.
10. ~~Check~~Verifies the operation of new equipment prior to delivery to sites.
11. ~~Coordinate~~Coordinates and ~~plan~~plans the layout of the security and fire alarm ~~system layout systems~~ with contractors and vendors.
12. ~~Coordinate~~Coordinates and ~~plan security and fire alarm system~~plans the layout and of the security and fire alarm systems and other assigned tasks with District employees.
13. ~~Install~~Installs conduit and cabling systems for security and fire alarm systems.
14. ~~Requisition, order, Orders~~ and ~~store~~stores spare electrical and electronic security and fire alarm system devices.
15. ~~Keep~~Maintains time, labor, and material records.
16. ~~Maintain~~Maintains oil, gas, and water in the assigned District vehicle.
- ~~Perform~~Updates site and dispatcher systems along with the programming, installation and implementation of newer technology.
17. ~~Performs other~~ related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Four (4) years verifiable journey-level experience in the installation, replacement, programming, modification, maintenance, and repair of commercial security and fire alarm systems

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Radionics training certificate in the D8000 series, D9000 series, G series equipment or equivalent within 6 months of employment
- Valid California State Fire/Life/Safety Technician license within 6 months of employment
- NICET Level II or higher certification in fire alarm system technology within 6 months of employment
- Edwards Systems Technology Factory Certification for EST-2 and EST-3 within six (6) months of employment
- Verified copy of high school diploma or equivalency
- Bosch training certificate within six (6) months of employment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles of electronics and electricity as applicable to the methods, tools, materials, procedures, and equipment used in the replacement, maintenance, modification, and repair of security, video, and fire alarm equipment, including all components
- Applicable laws pertaining to security and fire alarm system installation and usage, including but not limited to NEC, CSFM, NFPA, California Building and Safety, and Fire/Life/Safety Education codes
- Remote programming software for the maintenance, control and programming of security systems throughout the district
- MicroKey software for dispatching fire and security emergencies
- Operation of diagnostic tools, including but not limited to VOM device, signal tracer, storage device tester, butt set, Bosch 5200 programmer and other various hand tools
- Bosch systems, Potter systems, EST systems and Notifier systems
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Basic math, including calculations using fractions, percentages, and/or

ratios

- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Plan and lay out diagrams and matrixes for programming ~~of~~ security and fire alarm systems
- Install, repair, and maintain security and fire alarm systems
- Read ~~and~~, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints and specifications for the proper installation of security, diagrams, and fire alarm systems drawings); and/or facilitate group discussions
- Maintain sketches and drawings of equipment and perform electronic and electrical functions on security and fire alarm systems
- Interpret complex technical manuals related to security and fire alarm systems
- Operate a truck, observing legal and defensive driving practices
- ~~Work cooperatively with those contacted in the course of work~~
 - Establish and maintain collaborative and effective working relationships with others
 - Understand and ~~carry out~~ follow oral and written ~~directions~~ instructions
 - Maintain state minimum liability insurance coverage
 - Operate a computer and related software and applications
 - Analyze situations accurately and adopt an effective course of action
 - Operate in a safe manner a variety of tools, equipment, and machinery
 - Calculate, plan, and estimate time and materials for projects
 - Add, subtract, multiply, and divide quickly and accurately
 - Maintain various records related to work performed
 - Communicate effectively both orally and in writing
 - Meet schedules and timelines
 - Work well both independently and as part of a team
 - Observe health and safety regulations and procedures
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed both indoors and outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements:-Demands:

- ~~Lift, push, pull and carry up to 50 pounds~~

~~Stand~~The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Standing, walking, sitting, or working for extended periods of time
- ~~See for the purpose of reading directional materials~~
- ~~Hear and understand speech at normal levels~~
- ~~Bend, twist, stoop, and kneel~~
 - Seeing to read and perform primary functions of classification and view computer screens
 - Hearing and speaking to exchange information
 - Some bending at the waist, stooping, kneeling, crouching, and/or crawling
 - Work at heights, ascend and descend ladder.

MINIMUM QUALIFICATIONS

Experience:

- ~~Four (4) years of journeyman level experience in the installation, replacement, programming, modification, maintenance, and repair of commercial security and fire alarm systems~~

Education:

- ~~Completion of high school or equivalent~~

~~NECESSARY MATERIALS~~

License:

- ~~Valid and appropriate California Driver's License~~

Materials:

- ~~Radionics training certificate in the D8000 series, D9000 series, G series equipment or equivalent within 6 months of employment~~
- ~~Valid California State Fire/Life/Safety Technician license within 6 months of employment~~
- ~~NICET Level II or higher certification in fire alarm system technology within 6 months of employment~~
- ~~Edwards Systems Technology Factory Certification for EST-2 and EST-3 within 6 months of employment~~

- Approved: 9/6 Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval: 09/06/2006

Revised: 202/22/2007; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Plumber

CATEGORY: Classified Non-Exempt__

SALARY ~~SCHEDULE~~/RANGE: ~~Classified,~~ __ Range 24-5

WORK YEAR: ~~12 Months~~ 260 days

POSITION DESCRIPTION:

Under general supervision, ~~perform skilled~~ performs journey-level work in installing, maintaining, and repairing plumbing fixtures and related equipment.

Class Characteristics:

~~Positions in this class spend a major portion of the time performing skilled plumbing work. Positions; on occasion, positions~~ are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. ~~Install, repair~~ Installs, repairs, and ~~maintain~~ maintains plumbing fixtures, systems, and equipment.
2. ~~Install, repair~~ Installs, repairs, and ~~maintain~~ maintains air, gas, water, and waste systems.
3. ~~Repair, remove~~ Repairs, removes, and ~~replace~~ replaces sewer mains, laterals, gas lines and regulators, hot water heaters, and other related equipment.
4. ~~Repair~~ Repairs and ~~replace~~ replaces pipes, valves, pumps, fittings, ball-cocks and other fixtures. ~~Cut~~ Cuts and ~~thread~~ threads pipes, and ~~join~~ joins pipes and lines.
5. ~~Repair~~ Repairs piping for water supply, waste, sewage and drainage ~~pipes~~.
6. ~~Clean~~ Cleans out drains and ~~remove~~ removes obstructions from water and sewer systems, including drains and rain gutters.
7. ~~Work~~ Works from verbal instructions, blueprints, sketches and work orders.
8. ~~Requisition, order,~~ Orders and ~~store~~ stores parts and materials.
9. ~~Operate~~ Operates a variety of inspection and specialized repair equipment, including power roto-rooters, power snakes, and a variety of power and hand tools.
10. ~~Remove~~ Removes and ~~replace~~ replaces plumbing fixtures such as water heaters, faucets, sinks, toilets, and shower heads, and ~~reconfigure~~ reconfigures them as needed.
11. ~~Maintain, repair~~ Maintains, repairs, and ~~install~~ installs drinking fountains and bottle filling stations.

- 12.● ~~Troubleshoot~~Troubleshoots and ~~diagnose~~diagnoses malfunctions and ~~determine~~determines necessary corrective action.
- 13.● ~~Communicate~~Communicates with administrators, staff, and other skilled maintenance personnel concerning plumbing issues, work orders, and project requirements.
- 14.● ~~Break~~Breaks up concrete and asphalt.
- 15.● ~~Mix~~Mixes and ~~pour~~pours concrete.
- 16.● ~~Dig~~Digs ditches and trenches, and ~~provide~~provides shoring as necessary.
- 17.● ~~Cover~~Covers ditches and trenches and ~~refill~~refills as necessary.
- 18.● ~~Assist~~Assists in other maintenance areas by performing unskilled and semi-skilled duties.

- ~~19.● Plan, design~~Plans, designs and lay-lays out assigned tasks.
- ~~20.● Prepare~~Prepares material ~~cost~~costs and time estimates.
- ~~21.● Keep~~Maintains time, labor and material records.
- ~~22.● May direct the~~provide work ~~of~~guidance to helpers and outside contractors.
- ~~Attend~~Maintains gas, oil, air, and water in the assigned vehicle.
- ~~23.● Attends~~ a variety of meetings, workshops and conferences as required.
- ~~24.● Perform~~Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credentials, Education and Experience Requirements:

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or ~~equivalent~~equivalency

Experience:

- ~~Journey Verifiable journey~~-level ~~certification in experience~~ ~~in~~ plumbing with one (1) year in service and repair.
- Certificate of Competence to test backflow prevention devices may be required

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid copy of high school diploma or equivalency
- Valid Forklift Operator License within six (6) months of employment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Oral and written communication skills~~
- ~~Operation of a computer and~~Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- Tools, materials and standard practices of the plumbing trade
- Applicable plumbing codes and regulations
- Appropriate safety practices and procedures, as regulated by ~~local, state~~Local,

~~State and federal~~ Federal agencies

- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- English usage and grammar
- Health and safety regulations

Ability to:

- Operate a forklift and aerial equipment, after successful completion of training provided by the District
- Perform skilled plumbing installation, repair and maintenance work
- Perform and learn to perform a wide range of general maintenance and repair work not requiring ~~journeyman~~ journey skill level
- Use plumbing tools and equipment skillfully
- Plan and lay out plumbing work ~~to include,~~ including estimating labor and material ~~cost~~ costs
- Work from sketches, diagrams, blueprints, plans, and specifications to repair and install plumbing devices and fixtures to external power sources as required
- Maintain ~~simple~~ various records related to work performed
- Perform shop math
- Operate a truck, observing legal and defensive driving practices
- ~~Work cooperatively with those contacted in the course of work~~

- Establish and maintain collaborative and effective working relationships with others
- Understand and ~~carry out~~ follow oral and written instructions
- Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Perform cement and masonry work
- Maintain state minimum liability insurance coverage
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- ~~Inclement weather~~
- ~~Indoor/outdoor environment~~
- Subject ~~This job is preformed both indoors and outdoors, occasionally in confined spaces~~
- Exposure ~~to driving to off site location~~ extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical 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.

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- Ability to work at a desk and in meetings in various configurations
- Dexterity of hands and fingers to operate ~~various~~specialized equipment and tools
- Seeing to read ~~printed matter and~~and perform primary functions of classification and view computer screens ~~and perform assigned duties~~
 - ~~Ability to communicate so others will understand a normal conversation~~
- Hearing and speaking to exchange information ~~in person and on the telephone~~
- Kneeling, Some bending, ~~stooping, and twisting~~ at the waist, ~~and reaching~~stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Ability to work in confined spaces
- Demonstrate sufficient physical mobility to move and engage in physical work
- ~~Ability to~~Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push and/or pull up to 100very heavy objects with the use of hand trucks or other equipment up to 100 pounds
 - ~~Ability to frequently lift and carry up to 50 pounds~~

Licenses, Certifications, Bonding, and/or Testing Requirements:

- ~~Possession of a valid and appropriate California Driver's License~~
- ~~Valid copy of high school diploma or equivalent~~
- ~~Department of Justice Fingerprint Clearance~~
- ~~Insurability by the District's liability insurance carrier~~
- ~~Tuberculosis/Drug Screen Clearance~~
- Proof of journey level certification in plumbing Approved Work at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Gases and/or liquids stored under pressure
- Burn hazards
- Traffic hazards

Original Board Approval: 11/1989; 7/6

- Revised: 07/06/2000; 11/10/2023; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT

~~CABINETMAKER~~
JOB DESCRIPTION

TITLE: Cabinetmaker/Millworker

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 225

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs skilled journey-level cabinetry ~~work,~~
woodwork, and millwork in the construction and repair of wooden articles such
as cabinets, bookcases, tables, and chairs. ~~Performs related duties as required.~~

Class Characteristics:

~~A major portion of the time of positions in this class is spent in performing finished
skilled cabinetry work. Incumbents regularly carry out a wide range of carpentry
and general maintenance work outside the cabinetry specialty. As assigned; on
occasion,~~ positions are expected to perform tasks in other maintenance trades
at an unskilled or semi-skilled level as a helper or independently.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ 1. Constructs, assembles, installs and repairs wooden articles such as cabinets,
bookcases, tables, chairs, drawers, desks and related items in the
woodworking trade.
- ~~2.~~ 2. Installs and repairs various types of drawer slides, swing gates, hinges and
all hardware pertaining to institutional casework.
- ~~3.~~ 3. Matches materials for color, grain and texture.
- ~~4.~~ 4. Sets up and operates woodworking machines.
- ~~5.~~ 5. Trims component ~~part~~ parts of joints to make them fit properly using hand
tools such as planes, chisels ~~and,~~ wood files, dividers, compass, scribes,
biscuit cutters, domino cutters, etc.
- ~~6.~~ 6. Glues and clamps parts and sub-assemblies together.
- ~~7.~~ 7. Prepares surfaces for finishing.

- 8.● Repairs and modifies existing furniture, equipment, and fixtures.
- 9.● Cuts, fits, and hangs doors.
- 10.● Works from blueprints, ~~drawing~~drawings, sketches, or verbal instructions.
- 11.● Maintains and repairs the woodwork of buildings, and electrical and hydraulic woodworking equipment.
- 12.● Alters, repairs, inspects and constructs articles and structures of wood such as partitions, counters, doors, scaffolds, and forms.
- 13.● Installs drywall, plasters and stuccos ~~walls~~wall surfaces.
- 14.● ~~Installs sheetrock.~~ Builds forms, mixes, pours, and finishes concrete.
- 15.● Installs locks and glass on cabinets.
- 16.● Maintains tools and equipment.
- 17.● Assists in other maintenance areas by performing unskilled and semi-skilled duties.
- 18.● Plans, estimates and lays out assigned tasks.
- 19.● ~~Requisitions, orders~~Orders and stores supplies and materials.
- 20.● May ~~direct~~provide guidance to the work of helpers or trainees.
- 21.● ~~Keeps~~Maintains time, labor and material records.
- 22.● Maintains gas, oil and water in the assigned vehicle.

Fontana Unified School District
Cabinetmaker
Page 2

License Required:

- Possession of Operates a ~~valid~~forklift and scissor lift to load, unload, move, and store materials.
- Acts as a consultant for the management team regarding new or modified projects needed and ensures office layout and workstations are ADA compliant.
- Stores hazardous chemicals, solvents, and materials properly.
- Modifies and repairs modular workstations and related components.
- Fabricates tools and fixtures to be used in conjunction with existing woodworking equipment.
- Mills lumber, molds plywood and particle boards, and cuts various types of laminates, plastics, acrylics and aluminum.
- Mixes and blends colors (e.g., stains, tints, pigments, caulks), chemicals, and solvents safely to match plastic laminate color, texture, patterns and faux wood grains.
- Works with seam fill and similar colored plastic fillers.

- Diagnoses and replaces electronically controlled variable height workstation malfunctions such as electronic control boxes, motorized legs, safety sensors and micro switches.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:appropriate

- Four (4) years of verifiable journey-level experience performing skilled cabinetry work;

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License;

Minimum Qualifications:

- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid Forklift Operator License within six (6) months of employment
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Materials, tools, machinery, and procedures used in both cabinetry and mill work;—qualities— job requirements and specifications according to

institutional casework/millwork, cabinetry woodworking and plastic laminates

- Qualities and uses of various woods and other construction materials; appropriate
- Appropriate safety precautions and procedures; working with toxic and hazardous materials
- Woodworking Institute Codes (WIC) and Americans with Disabilities Act (ADA) compliant woodworking codes and regulations
- Fire codes in reference to the location of strobes, fire extinguishers and egress of buildings
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations
- Oral and written communication

Ability to:

- Use carpentry and cabinetry tools and machines skillfully; ~~plan and~~
- Plan, design, lay out, and construct cabinetry-/mill-work at a skilled level, including estimating labor and material ~~cost; work from costs, and ensuring compliance with code~~
- Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings; ~~sketches, plans and specifications; maintain routine~~)
- Maintain various records; ~~perform related to work performed~~
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full ~~journeyman skill; perform shop math; perform cement and masonry work; operate a truck, observing legal and defensive driving practices; work cooperatively with those contacted in the course of work; understand and carry out oral and written directions; journey skill level~~
- Perform shop math
- Perform cement and masonry work
- Operate a truck, observing legal and defensive driving practices
- Establish and maintain collaborative and effective working relationships with others
- Understand and follow oral and written instructions
- Maintain state minimum liability insurance coverage

- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course

Experience:

- One year of journeyman level experience
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing skilled cabinetry work, the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

or

Two years of experience as a Maintenance Worker in the Fontana Unified School District in an area in which the incumbent has acquired competence at a skilled level in this trade.

Education:

Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education.

- This job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and:

The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- Work at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working ~~Conditions:~~from heights
- ~~Strength: Heavy work—lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.~~Traffic hazards

Original Board Approval:

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Lead Groundskeeper _____

CATEGORY: Classified Non-Exempt _____

REPORTS TO (BY TITLE): _____ Supervisor, Grounds _____

SALARY ~~SCHEDULE~~/RANGE: _____ Classified, Range 21 _____

WORK YEAR: _____ 12 Months _____ 260 days _____

SUPERVISION: _____ This position is responsible for supervision over
_____ assigned support staff.

POSITION DESCRIPTION:

Under direction, ~~assist~~assists in ~~the all aspects of the Grounds Department~~
including supervision, coordination, inspection, and direction of the work of
~~groundskeeping~~Groundskeeping staff and outside contractors to maintain
athletic fields, landscaped areas, and school grounds. ~~Assist~~assists in maintaining
accurate records for the department.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

1. ~~Assist~~Assists in the supervision, training, coordination and direction of
~~groundskeeping~~Groundskeeping staff, including but not limited to Irrigation
Systems Specialists, Small Engine Equipment Mechanics, Grounds
Equipment Operators and Groundskeepers.
2. ~~Assist~~Assists in resolving operations and grounds issues ~~on~~ District grounds.
3. ~~Assist~~Assists in the development of standards of performance and
guidelines pertaining to ~~groundskeeping~~Groundskeeping staff.
4. ~~Plan, organize~~Plans, organizes and ~~conduct~~conducts new hire
~~groundskeeping~~Groundskeeping orientations and ~~develop~~develops and
~~maintain~~maintains a comprehensive ~~groundskeeper~~Groundskeeper
training program.
5. ~~Instruct~~Instructs and ~~assist groundskeepers~~assists Groundskeepers in the
performance of their duties.

6. ~~Assist~~Assists in the coordination, inspection and direction of crews performing work in landscaped areas, including but not limited to planting, fertilizing, weeding, mowing and cleaning.
7. ~~Inspect~~Inspects and ~~monitors~~monitors the quality of work of grounds personnel.
8. ~~Determine~~Determines and ~~assign~~assigns workloads and ~~schedules~~schedules work assignments within established timeframes and standards.
9. ~~Address~~Addresses and ~~resolves~~resolves the concerns and problems of ~~groundskeeping~~Groundskeeping staff.
10. ~~Assist~~Assists in the interview process ~~of groundskeeping for~~Groundskeeping applicants.
11. ~~Assist~~Assists and ~~provide~~provides input to ~~the~~the supervisor with the preparation of performance reviews of ~~groundskeeping~~Groundskeeping staff.
12. ~~Maintain~~Maintains a variety of operational and personnel records.
13. ~~Manage~~Manages related work orders and ~~ensure~~ensures proper work ~~assignment~~assignments and timely completion.
14. ~~Perform~~Performs skilled duties as needed to include equipment operation, sprinkler system repairs and ~~create~~creating plan layouts for landscaped areas.
15. ~~Evaluate~~Evaluates landscaped areas, equipment, sprinkler systems and grounds ~~for the purpose of~~for the purpose of identifying repairs and replacement needs, maintaining upkeep schedules, and preventing erosion.
16. ~~Order~~Orders equipment, supplies, and materials to maintain the availability of required items ~~for the purpose of completing tasks efficiently.~~
17. ~~May~~May perform routine groundskeeping duties.
18. ~~Attend~~Attends a variety of meetings, workshops and conferences as required.
- ~~Perform related duties consistent~~Supervises and coordinates with ~~contractors to perform~~the scope and intent of work effectively and efficiently.
- Assists with asphalt and concrete projects and repairs.
19. ~~Assists with obtaining quotes for contractor labor and materials within the position~~budget limit.
- ~~JOB~~Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Four (4) years verifiable experience in grounds or landscaping
- Two (2) years of supervisory experience, preferred
- Possession of a valid pest control applicator license (preferred)
- Working in a public agency or institutional setting (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Common~~Operation and maintenance of common tools and equipment used in the grounds and landscaping trades
- Characteristics of common plants, flowers, shrubs, trees and grasses used in school landscaping
- Fertilizers and proper fertilizing methods
- Diseases and insects common to plants, shrubs, trees and grass
- Treatment and control of diseases and insects common to plants, shrubs, trees and grass
- Usage and mixing of various chemicals, such as pesticides and herbicides
- Standard horticultural and groundskeeping practices
- ~~Operation and maintenance of grounds equipment~~
 - Practical knowledge of supervisory practices, including workload scheduling and inspection processes
 - ~~Proper~~Appropriate safety ~~practices~~precautions and procedures
- ~~Oral and written communication skills~~
 - Technical aspects in the field of specialty
 - ~~Modern office practices, procedures~~Operates a computer and related equipment to enter and extract data and reports

- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~
 - Work order management software
 - Organizational task delegation and route management
- ~~Standard horticultural and groundskeeping practices~~
 - Tree trimming and removal
 - Asphalt concrete replacement and repair
 - Organizational or departmental operations, policies and services
 - Purchase order accounts and balances under the guidelines of FUSD
 - Irrigation systems and repairs
 - Basic math, including calculations using fractions, percentages, and/or ratios
 - Proper methods of storing equipment, materials and supplies
 - Record-keeping techniques
 - Proper lifting techniques
 - Health and safety regulations

Ability to:

- ~~Follow~~Understand and follow oral and written ~~directions~~instructions
- ~~Keep simple and accurate~~Maintain various records related to work performed
- Operate and maintain grounds equipment
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a ~~variety of office equipment including a~~ computer and ~~assigned~~related software and applications
- Work well both independently ~~with little or no direction~~and as part of a team
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- ~~Utilize interpersonal skills using tact, patience and courtesy~~
 - Make decisions based on sound judgment, honesty and integrity
- ~~Maintain regular and punctual attendance~~
- ~~Maintain insurability by District liability insurance carrier~~
 - Operate a truck, observing legal and defensive driving practices
 - Read, understand, and compose a variety of documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Meet schedules and timelines
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Physical Requirements:

- ~~Ability to stand and walk for extended periods of time~~
- ~~Ability~~Environment: ~~to work at heights~~

Ability

The work environment characteristics here 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 the essential functions.

- This job is performed outdoors
- ~~Exposure~~ to ascend and descend a ladder
- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear~~extreme temperatures, noise vibration, moisture and ~~understand speech~~
 - ~~Ability to bend, twist, stoop/or humidity, fumes, dust, and reach~~dirt
- ~~Ability to lift, push, pull and carry up to 75 pounds~~
- ~~Ability to push and pull up to 200 pounds with assistance from a hand truck or cart~~

Work Environment:

- ~~Outdoors~~
- ~~Inclement weather~~
 - Evening and weekend hours as needed

MINIMUM QUALIFICATIONS

Experience:

- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

- ~~Physical~~ Four (4) years of experience in grounds or landscaping

Demands:

The physical 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.

- Standing, walking, sitting, or working for extended periods of time
- Work at heights
- Ascend and descend a ladder
- Work at a desk and in meetings of various configurations
- Dexterity of hands and fingers to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 75 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 200 pounds

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Mechanical hazards

Education:

- ~~Completion of high school or equivalent~~

~~DESIRED QUALIFICATIONS~~

Experience:

- ~~Two (2) years of supervisory experience~~
- ~~Possession of a valid pest control applicator license~~
 - ~~Working in a public agency or institutional setting from heights~~

~~NECESSARY MATERIALS~~

License:

- ~~Possession of a valid and appropriate California driver's license or ability to obtain within one (1) month of employment~~

Materials:

- ~~Verified copy of high school diploma or equivalent~~
- Approved Traffic hazards

Original Board Approval: 10/606/2021

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT

~~MAINTENANCE CARPENTER~~

DEFINITION

JOB DESCRIPTION

TITLE: Carpenter

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 201

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs ~~skilled~~journey-level carpentry work in the alteration, repair, and new construction of structures. ~~Performs related duties as required.~~

CLASS CHARACTERISTICS

~~A major portion of the time of positions in this class is spent in performing; performs rough and finished skilled carpentry work. Incumbents regularly carry out a wide range of general maintenance work outside carpentry. As assigned~~On occasion, positions are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.

EXAMPLES OF DUTIES

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~1. Alters, repairs, inspects, and constructs articles and structures of wood such as walls, partitions, counters, doors, scaffolds, and forms.
- ~~2.~~2. Installs and repairs drywall.
- ~~3.~~3. Maintains and repairs the woodwork of buildings.
- ~~4.~~4. ~~Plasters~~Repairs plaster and ~~stuccoes~~stucco walls.
- ~~5.~~5. ~~Installs sheetrock~~
- ~~6.~~6. Builds forms, mixes, pours and finishes concrete.
- ~~7.~~7. Lays, installs, and repairs floors and roofs.
- ~~8.~~8. Installs and repairs drawer slides.
- ~~9.~~9. Matches materials for color, grain, and texture.
- ~~10.~~10. Sets up and operates woodworking machines.

- 11.● Trims component parts of joints to make them fit properly using hand tools such as planes, chisels and wood files.
- 12.● Bores holes.
- 13.● Glues and clamps parts and sub-assemblies together.
- 14.● Prepares surfaces for finishing, as required.
- 15.● ~~Repairs~~ Assembles, repairs, and modifies ~~existing~~ furniture, equipment and fixtures.
- 16.● Cuts, fits, and hangs doors.
- 17.● Works from blueprints, drawings, sketches or verbal instructions.
- 18.● Installs locks and glass on cabinets.
- 19.● Sharpens hand tools.
- 20.● Sees that tools and equipment are properly cared for.
- 21.● Assists in other maintenance areas by performing unskilled and semi-skilled duties.
- 22.● May plan and lay out assigned tasks.
- 23.● Prepares estimates of labor and material costs for jobs.
- 24.● ~~Requisition, orders~~ Orders and stores supplies and materials.
- 25.● May ~~direct the provide~~ work ~~of guidance to~~ helpers and trainees
- 26.● ~~Keeps~~ Maintains time, labor and material records.
- 27.● Maintains gas, oil and water in assigned ~~vehicle~~ vehicles.

LICENSE REQUIRED

Possession of Operates a ~~valid and appropriate~~ California Driver's License.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, tools forklift, scissor lift, and ~~procedures used in both rough~~ aerial lift to load and ~~finish carpentry; qualities~~ unload, move, and ~~uses of various woods and other construction~~ store materials; ~~appropriate safety precautions and procedures.~~
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

Ability to:

- Completion of high school or equivalency

~~Use carpentry tools and machines skillfully; plan and lay out carpentry work including estimating labor and material cost; work from shop drawings, sketches, plans and specifications; maintain routine records; perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skill; perform shop math; perform cement and masonry work; operate a truck, observing legal and defensive driving practices; work cooperatively with those contacted in the course of work; understand and carry out oral and written directions.~~

Experience:

- ~~One year~~Two (2) years of ~~journeyman~~verifiable journey-level experience performing skilled carpentry work,

~~or~~

~~Two~~
-OR-

- Four (4) years of experience as a Senior Maintenance Repair Worker in the Fontana Unified School District in an area in which the incumbent has acquired competence at a skilled level in this trade.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid Forklift Operator License within six (6) months of employment
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Materials, tools, equipment and procedures used in both rough and finished carpentry
- Qualities and uses of various woods and other construction materials
- Appropriate safety precautions and procedures
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

Education:

Use carpentry tools and machines skillfully. Individuals possessing the experience, knowledge and abilities listed above are considered to possess the necessary education.

- Plan and lay out carpentry work, including estimating labor and material cost
- Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Maintain various records related to work performed
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journey skill level
- Perform shop math
- Perform cement and masonry work
- Operate a truck, observing legal and defensive driving practices
- Establish and maintain collaborative and effective working relationships with others
- Understand and follow oral and written instructions
- Maintain state minimum liability insurance coverage
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately

- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

Lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Work at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate specialized equipment and tools

- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval:

Revised: 12/18/2025

DRAFT

MAINTENANCE GLAZIER
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Glazier

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 20

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs skilled journey-level glazing work. ~~Performs related duties as required.~~

Class Characteristics:

~~A major portion of the time of positions in this class is spent in performing skilled glazing work, including, but not limited to, assembling, installing, fabricating, replacing; assembles, installs, fabricates, replaces, and maintaining~~ maintains glass and related materials, such as windows, mirrors, aluminum doors, and automated doors; operating a variety of shop machinery and equipment. ~~Incumbents regularly carry out; may perform~~ a wide range of general maintenance tasks in other trades at an unskilled and/or semi-skilled level as a helper or independently.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ 1. Uses specialized equipment.
- ~~2.~~ 2. Installs glass, plexiglass and similar materials in windows, skylights and display cases, or on interior surfaces and furniture.
- ~~3.~~ 3. Marks ~~outline~~ outlines or ~~pattern~~ patterns and cuts material, breaking off excess.
- ~~4.~~ 4. May install metal frames into which glass, plexiglass, or similar material panels are to be fitted.
- ~~5.~~ 5. Installs and repairs window latches, hinges, panic systems, and locking devices.

- ~~6.~~• Repairs and hangs screen doors.
- ~~7.~~• Installs, hangs, and repairs window shades, blinds, and curtain hardware.
- ~~8.~~• Regularly performs maintenance tasks, including, but not limited to, ~~repair~~repairing and routine maintenance of automatic door and gate openings, metal roll-up doors, school marquees and roof repairs.
- ~~9.~~• Makes estimates of labor and material costs for a job.
- ~~10.~~• ~~Requisitions, orders~~Orders and stores supplies and materials.
- ~~11.~~• Maintains gas, oil, and water in assigned ~~vehicle~~vehicles.
- ~~12.~~• May ~~direct the~~provide work ~~of~~guidance to helpers.
- ~~13.~~• Assists in other maintenance areas by performing unskilled and/or semi-skilled duties.
- ~~14.~~• May assist law enforcement agencies in securing property and/or evidence where glass breakage has occurred at District sites, including after hours.
- ~~15.~~• Assemble, transport, and dismantle scaffolds, rigging and aerial lifts.

- MinimumPerforms installations and demonstrations of store-front wall and swing door systems.
- Performs wiring and controls programming for automatic door and gate systems.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

License Required:

Possession of

- Two (2) years of verifiable journey-level experience as a valid and appropriateGlazier

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License and insurability
- Insurability by District Liability Insurance Carrier. the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard practices, tools, materials and equipment of the glazing trade; appropriate, such as cutting, measuring, and installing various materials, including aluminum, wood, glass, plastic and concrete
- Appropriate safety precautions and procedures.
- Basic math, including calculations using fractions, percentages, and/or ratios
- Operation and use of hand and power tools and equipment
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Perform skilled glazing work; use
- Use the tools and equipment necessary in for cutting and installing window materials with skill; perform
- Perform shop math; understand
- Understand and carry out follow oral and written directions, maintain routine instructions
- Maintain various records; operate related to work performed
- Operate a truck, observing legal and defensive driving practices; perform
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journeyman skill; work cooperatively with those contacted in the course of work; read and interpret blueprints and specifications.

Experience:

One year of verifiable journeyman level experience as a Glazier.

Education:

- High school diploma/equivalent or higher
- Establish and maintain collaborative and effective working relationships with others
- Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Maintain state minimum liability insurance coverage
- Operate a computer and related software and applications

Analyze situations accurately and adopt an effective course.

Physical Demands and Working Conditions:

- Incorporated within one or more of the previously mentioned performance responsibilities, which action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands description, are the following:

The physical requirements: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.

- ~~Ability to bend, twist, stoop, reach and squat.~~
- Ability to work Some bending at elevatedthe waist, stooping, kneeling, crouching, and/or crawling
- Work at heights using ladders, ascend and descend ladder
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment., up to 100 pounds
- ~~Ability to work in an environment that involves exposure to hazardous fumes, orders, and materials.~~
- ~~Ability to work indoors and outdoors, enduring exposure to weather elements.~~
- ~~Ability to lift, push, carry and pull 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.~~
- ~~Ability to endure considerable walking and standing.~~
- ~~Ability to communicate so others will be able to clearly understand a normal conversation and understand speech at normal levels.~~
- Ability to demonstrate fine manual dexterity.Standing, walking, sitting, or working for extended periods of time
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate specialized equipment and tools
- Seeing to read and perform primary functions of classification and view computer screens
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval:

Revised: 01/25/1991; 02/02/1991; 09/18/2013; 12/18/2025

MAINTENANCE LOCKSMITH

Definition:

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Locksmith

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 20

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs ~~highly skilled~~journey-level locksmithing work; and performs related work as required by highly technical security lock and key system. ~~Performs related duties as required.~~

Class Characteristics:

~~A major portion of the time, positions in this class is spent in performing skilled locksmithing work and maintaining systems; maintains~~ required records for accurate key inventory control. ~~As assigned, incumbents; on occasion, positions~~ are expected to perform tasks in other trades at an unskilled and/or semi-skilled level as a helper or independently.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~1. Installs new locks, repairs and opens locks, makes keys, and changes lock and safe combinations, using hand tools and equipment.
- ~~2.~~2. Disassembles locks and repairs or replaces worn tumblers, springs, and other parts.
- ~~3.~~3. Shortens tumblers using a file and inserts new or repaired tumblers into lock to change the combination.
- ~~4.~~4. Cuts new or duplicate keys, using a key cutting machine.
- ~~5.~~5. Sets up and maintains great grandmaster, grandmaster, and submaster key systems.
- ~~6.~~6. Maintains records and security of duplicate keys.

- 7. ~~Repairs panic bars, including an organized master list of all keys and other exit hardware~~locks for all District sites and staff.
- Diagnoses, troubleshoots, and makes minor electronic, electrical, and mechanical repairs to electronic access control hardware (panic bars, mortise locks, cylindrical locks, strikes and automatic door closers, batteries, power supply, switches, circuit boards and relays).
- 8. ~~Makes estimates of labor and material costs for jobs.~~
- 9. ~~Requisitions, orders~~Orders and stores supplies and materials.
- 10. ~~_____ Maintains gas, oil and water in assigned~~ vehicle~~vehicles.~~
- 11. ~~_____ May direct the~~provide work ~~of~~guidance to helpers.
- 12. ~~_____ Assists in other maintenance areas by performing unskilled and/or semi-skilled duties.~~
- 13. ~~_____ Installs and repairs automatic door~~ opening~~openings~~ and mechanical door closures.
- 14. ~~_____ Consults~~Reviews and consults with administrators and/or contractors on lock systems to be utilized on remodeling or new construction projects.
- 15. ~~_____ Initiates authorization to lock system supplies for release to~~ contractor~~contractors.~~

Licensed/ Certificates Required:

- ~~_____ Possession of~~ Develops a ~~valid~~preventive maintenance schedule; have backup batteries changed out on access control power supplies.
- Coordinates with outside contractors and vendors for warranty repair and/or replacement of faulty hardware.
- Conducts informal training for District personnel in the operation of access control systems (electrical and manual systems), Medeco key system, and the distribution of keys to site personnel.
- Evaluates and communicates issues of security and safety related to door hardware to site administrators, including possible issues with Americans with Disabilities Act (ADA) and fire life safety codes.
- Responds to after-hours emergency callouts for break-ins or vandalism (secure doors, board up windows).
- Monitors the Medeco CLIQ and XT intelligent key, lock and access control systems.
- Conducts inspections and tests on all fire door assemblies according to the National Fire Protection Agency (NFPA) standards.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience: ~~appropriate~~

- Four (4)years of commercial journey-level locksmith experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California ~~driver license~~.Driver's License
- ~~_____~~Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Locksmith certificate, if applicable.
- ~~_____~~Medeco ~~and Medeco~~ Biaxial certificate or completion of certification within one year of hire date.

Minimum Qualifications:

- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard practices, tools, materials and equipment of the locksmith trade;
~~the~~
- The State and Federal ~~handicap law as it relates~~codes related to locksmith duties; ~~types and egress of buildings~~
- Types and uses of available locks.
- Requests machine parts needed for key cutting machines (key duplicating, code cutting, key-punch, and Medeco key cutting)

- Principles of electronics and electricity applicable to the methods, tools, materials, procedures and equipment used in the replacement, maintenance, modification and repair of access control hardware
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, software applications, Medeco application, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Perform ~~skilled~~ journey-level locksmithing work; ~~use~~
- ~~Use~~ the tools and equipment necessary, including computers and laptops, in the repair and installation of locks; ~~requisition machine parts needed for repair and maintenance work from catalogs; learn Medeco key system; learn electronic access control lock systems; understand and carry out oral and written directions, work cooperatively with those contacted in the course of work; read and interpret blueprints; maintain routine records; operate a truck, observing legal and defensive driving practices; perform and learn to perform a wide range of general maintenance and repair~~

Experience:

~~4 years of commercial journeyman level locksmith experience.~~

Education:

~~Completion of the 12th grade or equivalent.~~

- Requisition machine parts needed for repair and maintenance; work from catalogs
- Utilize key cutting machines (key duplicating, code cutting, key-punch, and Medco key cutting)
- Learn about the Medeco CLIQ and XT intelligent key, lock and access control systems
- Learn and perform regularly scheduled preventive maintenance for electronic access control lock systems
- Understand and follow oral and written instructions

- Establish and maintain collaborative and effective working relationships with others
- Read, understand, and compose a variety of technical documents and information related to electronic access control hardware (e.g., shop manuals, blueprints, diagrams, specifications, schematics, and drawings)
- Maintain various records related to work performed
- Operate a truck, observing legal and defensive driving practices
- Perform and learn to perform a wide range of general maintenance and repair work not requiring full journey skill level
- Operate a computer and related software and applications while maintaining electronic access control hardware
- Perform shop math
- Maintain state minimum liability insurance coverage
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, machinery and electronic testing and other relevant equipment
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work from heights
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed both indoors and outdoors, occasionally in confined spaces
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

Lifting, carrying, pushingThe physical 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.

- Regularly lift and/or pullingmove up to 50 pounds ~~maximum with frequent lifting and/; occasionally lift, carry, push or carrying of pull very heavy objects weighing up to 25,~~ with the use of hand trucks or other equipment up to 100 pounds.
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crawling, and/or crouching
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally
- Ascend and descend from ladders

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Traffic hazards
- Working from heights
- Exposure to loud noise

Original Board Approval: 01/09/1998

Revised: 05/18/2006; 09/20/2007; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~Maintenance Painter~~

CATEGORY: ~~Classified Contract~~ Non-Exempt

REPORTS TO (BY TITLE): ~~Supervisor, Paint~~

SALARY RANGE: _____ Range 20 _____

SALARY SCHEDULE: ~~Classified Salary Schedule~~

WORK YEAR: _____ 260 Days _____ days

POSITION DESCRIPTION:

Under general supervision, ~~perform skilled~~ performs journey-level work in painting, marking, surface preparation, and cleaning. ~~Incumbents regularly carry out a wide range of general to ensure the maintenance outside and upkeep of the painting trade. As assigned~~ District facilities. On occasion, positions are expected to perform tasks in other maintenance trades at an unskilled and/or semi-skilled level independently or as a helper.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1. Use~~ Uses brush, roller, or conventional and airless types of sprayer equipment ~~in applying to~~ apply paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, and cement.
- ~~2. Use~~ Uses high-pressure water/sand blasting equipment, along with specialized solvents, to remove graffiti and prepare a variety of surfaces for the ~~application~~ applications of finish coatings.
- ~~3. Install~~ Installs and/or ~~hangs~~ hangs commercial grade wall coverings.
- ~~4. Scrape, sand, fill~~ Scrapes, sands, fills or in another manner prepare surfaces for ~~the~~ painting, repainting, or other application of wall coverings.
- ~~5. Use~~ Uses a variety of protective equipment, including respirators and supplied air respirators.

- ~~6.~~ Lay ~~Lays~~ out and ~~paint~~ paints athletic courts, ~~playground~~ playgrounds and parking lot lines.
- ~~7.~~ May install dry wall, plaster, and stucco as normally required for repair.
- ~~8.~~ Refinish ~~Refinishes~~ furniture and other equipment.
- ~~9.~~ Create ~~Creates~~ and ~~paint~~ paints signs and door numbers.
- ~~10.~~ Plan ~~Plans~~ and ~~lay~~ lays out assigned tasks.
- ~~11.~~ May ~~direct the~~ provide work ~~of~~ guidance to helpers and trainees.
- ~~12.~~ Estimate ~~Estimates the~~ amount of material and labor required for painting jobs.
- ~~13.~~ Keep ~~Maintains~~ time, labor and material records.
- ~~14.~~ Erect ~~Eracts~~ rigs or ~~move~~ moves scaffolding and platforms.
- ~~15.~~ Attend ~~Attends~~ a variety of in-service events and meetings related to the trade.
- ~~16.~~ Operate ~~Operates~~ a tint machine to mix and match paint colors.
- ~~17.~~ Operate ~~Operates an~~ engraving and routing machine to create signage; performs the installation and removal of signage.
- ~~18.~~ Clean ~~Cleans and maintains~~ brushes, tools and other equipment to ensure efficient applications.
- ~~19.~~ Assist ~~Assists~~ other maintenance personnel in various trades by performing unskilled and/or semi-skilled duties.
- ~~20.~~ Maintain ~~Maintains~~ gas, oil and water in assigned ~~vehicle~~ vehicles.
- ~~21.~~ Operate ~~fork lift~~ Operates forklifts, scissor ~~lift~~, ~~man~~ lifts, ~~man~~ lifts and boom ~~lift~~ lifts as needed.
- Perform ~~Maintains various damaged and failing substrates on all District properties.~~
- Requisition, orders, and stores parts and materials.
- Inspects and verifies the correct material and procedure for applying coverage to appropriate surfaces.
- Prepares and inspects existing and new job sites according to safety procedures and regulations.
- ~~22.~~ Performs other related duties ~~consistent with~~ as assigned to ensure the ~~scope~~ efficient and ~~intent~~ effective functioning of the ~~position~~ work unit.

Physical

Job Requirements: – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of verifiable journey-level experience as a painter

- ~~Licenses~~Lifting, carrying, pushing and/or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.
- ~~Ability to bend, twist, stoop, reach and squat.~~
- ~~Ability to work at elevated heights using ladders and other equipment.~~
- ~~Ability to work in an environment that involves exposure to hazardous fumes, odors, and materials.~~
- ~~Ability to work indoors and outdoors, enduring exposure to weather elements.~~
- ~~Ability to endure considerable walking and standing.~~
- ~~Ability to communicate so others will be able to clearly understand a normal conversation and understand speech at normal levels.~~

MINIMUM QUALIFICATIONS, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of forklift certification within the first 180 days of employment
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard practices, methods, materials and equipment used in painting and finishing work.
- Methods of preparing different surfaces for painting and repainting.
- Appropriate safety practices and procedures, as regulated by ~~local,~~ Local, State, and ~~federal~~ Federal agencies.
- Proper handling, use and disposal of solvents.
- ~~Modern office software applications, such as Microsoft Office Suite (Word, Excel, Access, PowerPoint) and any proprietary computer program(s) used in the department.~~
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- Sign making, including the programs required for the making of signs
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- English usage and grammar
- Health and safety regulations

Ability to:

- Establish and maintain collaborative and effective working relationships with others
- Work well both independently and ~~cooperatively with others in completing assigned tasks as part of a team~~
- Use airless and conventional spray equipment, brushes, rollers and other painting and surface preparation equipment skillfully.
- Erect and work from rigging and scaffolding.
- Plan and lay out work, including ~~estimate~~ estimating labor and material ~~cost.~~ costs
- Maintain ~~simple~~ various records. related to work performed
- Learn and perform a wide range of general maintenance and repair work not requiring full ~~journeyman~~ journey skill. level
- Understand and ~~carry out~~ follow oral and written ~~directions.~~ instructions
- Operate a truck, observing legal and defensive driving practices.

Experience:

- ~~A Journeyman's Certificate in Painting~~
- ~~One (1) year of journeyman level experience as a painter~~

- ~~• Three (3) years of experience as a Maintenance Repair Worker in the Fontana Unified School District in an area in which the incumbent has acquired competence at a skilled level in this trade.~~

Education:

- ~~• Possession of a high school diploma or equivalent~~
 - ~~• Possession of fork lift certification within the first 180 days of employment~~
 - ~~• Possession of Lead Worker Certification within the first 180 days of employment~~
-
- **NECESSARY MATERIALS** Identify and safely use different chemicals and products needed to remove various graffiti
 - Maintain a clean and safe work environment
 - Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Perform shop math
 - Maintain state minimum liability insurance coverage
 - Operate a computer and related software and applications
 - Analyze situations accurately and adopt an effective course of action
 - Operate in a safe manner a variety of tools, equipment, and machinery
 - Add, subtract, multiply, and divide quickly and accurately
 - Communicate effectively both orally and in writing
 - Meet schedules and timelines
 - Observe health and safety regulations and procedures
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors, occasionally in confined spaces
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Some bending at the waist, stooping, kneeling, and/or crouching
- Work at elevated heights using ladders (ascend and descend ladders) and other equipment
- Standing, walking, sitting, or working for extended periods of time
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Working with contents under pressure
- Traffic hazards

Original Board Approval:

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- ~~Possession of a valid and appropriate California Driver's License~~
- ~~Possession of fork lift certification~~
- ~~Possession of Lead Worker Certification~~

Revised: ~~2/7/91~~

Revised: ~~202/07/1991; 02/12/91~~

Revised: ~~2/3/00~~

~~Revised: 2/1991; 02/03/2000; 02/17/16~~ 2016; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Maintenance Welder

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): Director, Maintenance & Operations

SALARY ~~SCHEDULE~~/RANGE: Classified, Range 20

WORK YEAR: 12 Months, 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under general supervision, perform skilled journey-level arc, tungsten, and gas welding in the fabrication, modification, assembly, and repair of a wide variety of metals.

Class Characteristics:

~~A major portion of time is spent in performing skilled welding work. Incumbents regularly carry out a wide range of general maintenance outside the welding trade. As assigned, incumbents~~ On occasion, positions are expected to perform tasks in other maintenance trades at an unskilled, semi-skilled level as a helper or independently.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1. Welds, braces, rivets, and cuts metal.~~
- ~~2. Usage of Operates~~ metal inert gas (MIG) ~~and~~, tungsten inert gas (TIG) and shielded metal arc (SMA) welding machines.
- ~~3. Set up Prepares~~ materials, safety equipment, welding machines, oxy-acetylene cutting and welding torch, and hand tools for welding in a safe manner.
- ~~4. Fabricate~~ Fabricates metal parts, including but not limited to drain gates, tractor lifting arms, flagpole rope locking box, security chains, chair legs, chair braces, custodian carts, floor braces, bleacher parts, and roof drains.
- ~~5. Drive~~ Drives truck in the conduct of on-site welding.
- ~~6. Complete~~ Completes work orders and material requests.
- Repair tar Welding related to roofing repairs.

~~7. Reads~~ and ~~gravel roofs~~.

~~8. Read and understand~~understands blueprints.

~~9. Construct~~Constructs simple objects requiring welding from verbal directions or sketches.

~~10. Maintain~~Maintains gas, oil and water in assigned vehicle.

~~11. Assist~~Assists in other maintenance areas by performing unskilled ~~or~~and semi-skilled duties.

~~Perform~~Replaces or repairs chain link fencing, gates and hinges.

~~Maintains~~time, labor and material records.

~~Orders and stores~~supplies and materials.

~~May provide work guidance to helpers and trainees.~~

~~Maintains the shop and work area in a safe and clean manner.~~

~~12. Performs other related duties consistent with~~as assigned to ensure the
~~scope~~efficient and intent~~effective functioning of the position~~work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of verifiable journey-level experience as a welder,

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Arc and Shielded metal arc,~~ gas tungsten arc, gas metal arc and oxy-acetylene welding machines and other related tools and equipment
- Properties of gases and burning temperatures
- Metal properties, including heat convection, electrical conductance and corrosion resistance
- General welding safety practices and procedures
- Chain link fence repair
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Follow safe welding practices and procedures
- Operate standard welding equipment
- Operate a truck, observing legal and defensive driving practices
- ~~Work from diagrams, blueprints, plans and specifications~~
 - Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Understand and ~~carry out~~ follow written and oral ~~directions~~ instructions
 - Establish and maintain collaborative and effective working relationships with others
 - Maintain various records related to work performed
 - Perform and learn to perform a wide range of general maintenance and repair work not requiring full journey skill level
 - Perform shop math
 - Maintain state minimum liability insurance coverage
 - Operate a computer and related software and applications
 - Analyze situations accurately and adopt an effective course of action
 - Operate in a safe manner a variety of tools, equipment, and machinery
 - Add, subtract, multiply, and divide quickly and accurately
 - Communicate effectively both orally and in writing
 - Meet schedules and timelines
 - Work well both independently and as part of a team
 - Observe health and safety regulations and procedures
 - Work ~~cooperatively with~~ successfully in a diverse environment

WORKING CONDITIONS:

Environment:

• The work environment characteristics here are representative of those contacted in the course of work an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is performed both indoors and outdoors, occasionally in confined spaces
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements:-Demands:

- ~~Lift, carry, push and pull up to 50 pounds~~

~~Ability~~The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Seeing to read printed matter and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of journeyman level experience as a welder~~
- ~~or~~

- ~~Two (2) years of experience as a Maintenance Repair Worker in the Fontana Unified School District in which the incumbent has acquired competence at a skilled level in welding~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License~~
- Approved Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Work at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Gases stored under pressure
- Burn hazards
- Traffic hazards

Original Board Approval: 11/1989

Revised: 12/13/2017; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Senior Maintenance Repair Worker

CATEGORY: Classified₇ Non-Exempt

REPORTS TO (BY TITLE): Supervisor, Maintenance & Operations

SALARY SCHEDULE/RANGE: Classified, Range 19

WORK YEAR: 12 Months 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under general supervision, ~~perform~~performs a variety of limited and semi-skilled general building and equipment maintenance work. ~~Assist;~~ assists in ~~assuring~~ensuring facilities are maintained in safe and proper operating condition.

~~Classified Characteristics:~~

~~Depending on the specific trade assigned, incumbents may be required to possess industry certifications after hire.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1.~~1. ~~Perform~~Performs a variety of semi-skilled work in the maintenance and repair of buildings, facilities, and equipment, including tasks in one or more of the maintenance trades such as carpentry, electrical, heating and air conditioning, locksmith, glazing, painting, plumbing and welding.
- ~~2.~~2. ~~Make~~Makes repairs to furniture, cabinets, desks, chairs, and other equipment, including the replacement of glides and wheels, and ~~e~~countertops.
- ~~3.~~3. ~~Install, repair~~Installs, repairs and ~~replaces~~replaces floor, ceiling, and ceramic tiles, wallboard, coving, plaster, glass, and plexiglass.
- ~~4.~~4. ~~Apply~~Applies paint and finishes to a variety of surfaces for items such as dispensers, bleachers, furniture, and playground equipment.
- ~~5.~~5. ~~Make~~Makes repairs and adjustments to plumbing and fixtures.

6. ~~● Clean~~Cleans plugged drains, ~~flush~~seerflushes sewer lines and ~~replacereplaces~~ plumbing hardware such as faucets, washers, gaskets, and radiator valves.
7. ~~● Make~~Makes electrical repairs such as replacing thermostats, fuses, fixtures, socket drop cords, and switches.
8. ~~● Install~~Installs and ~~replacereplaces~~ lights and light fixtures.
9. ~~● Repair~~Repairs and ~~covercovers~~ exposed wiring.
10. ~~●~~ InspectInspects ventilation systems to ensure proper heat and air flow, and ~~checkchecks~~ room temperature.
11. ~~●~~ ServiceServices fans, compressors, pumps, and other equipment by replacing wires and switches, oiling, greasing, packing, and cleaning as required.
12. ~~●~~ ChangeChanges filters in heating and air conditioning units.
13. ~~●~~ CleanCleans and ~~maintainmaintains~~ boilers.
14. ~~●~~ BuildBuilds concrete forms, ~~mix, pourmixes, pours~~ and ~~finishfinishes~~ concrete for sidewalks, steps, and other repairs.
15. ~~●~~ PerformPerforms welding in the routine repair of furniture, ~~fencefences~~, and playground equipment.
16. ~~●~~ Assemble, setAssembles, sets up, ~~disassemble, move, install, anchor~~disassembles, moves, installs, anchors and ~~repairrepairs~~ athletic, playground and other related equipment.
17. ~~●~~ MoveMoves and ~~setsets~~ up furniture, risers, chairs, etc.
18. ~~●~~ OperateOperates and ~~maintainmaintains~~ a variety of equipment, such as power saws, drills and other power and hand tools in a safe manner.
19. ~~●~~ May act as the lead person on a crew of employees performing routine maintenance and repair work.
20. ~~●~~ PerformPerforms preventive maintenance and ~~repairrepairs~~ on pool equipment.
21. ~~●~~ MaintainMaintains various records related to work orders and assigned activities.
22. ~~●~~ AttendAttends a variety of meetings, conferences and workshops as required.
23. ~~●~~ PerformPerforms other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intenteffective functioning~~ of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Four (4) years of experience in semi-skilled and skilled general building maintenance work, in more than one building maintenance trade,

-OR-

- Four (4) years of experience or equivalent to the level of Maintenance Repair Worker in the Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Tools, materials, methods, and terminology used in one or more of the building maintenance trades
- ~~Safety~~Appropriate safety precautions and procedures
- Operation of a wide variety of hand and power tools and equipment
- ~~Shop math applicable to the building trades~~
 - Basic math, including calculations using fractions, percentages, and/or ratios
- Preventive maintenance principles and practices
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Estimate the scope of each work assignment and secure the necessary tools and materials to complete the assignment
- Perform a variety of semi-skilled and limited skilled building maintenance and repair work in a safe and efficient manner
- Operate a variety of hand and power tools and equipment safely related to the building trades
- Understand and ~~carry out~~follow oral and written ~~directions~~instructions
- Maintain ~~routine~~various records related to work performed
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a ~~variety of office equipment including a~~ computer and ~~assigned~~related software and applications
- Work well both independently ~~with little or no direction~~
- ~~Maintain regular and punctual attendance~~
 - ~~Maintain acceptable grooming and~~ hygiene as part of a team
- ~~Maintain gas, oil, and water in assigned vehicle~~
 - Operate a truck, observing legal and defensive driving practices
 - Maintain state minimum liability insurance coverage

Read,

Physical Requirements:

- ~~Ability to communicate so others will~~ understand ~~a normal conversation~~
- ~~Ability to hear,~~ and ~~understand speech~~
- ~~Ability to bend, twist, stoop,~~compose a variety of technical documents and ~~reach~~
 - Climbing laddersinformation (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Perform shop math
 - Perform cement and masonry work
 - Analyze situations accurately and adopt an effective course of action
 - Add, subtract, multiply, and divide quickly and accurately
 - Meet schedules and timelines
 - Observe health and safety regulations and procedures
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors, occasionally in confined spaces
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical working from Demands:

The physical 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.

- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Work at heights, ascend and descend ladder
- Ability to frequently/Regularly lift, push, pull and carry/or move up to 50 pounds
 - Ability to; occasionally lift, push, pull and carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Work-Seeing to read and perform primary functions of classification and view computer screens
- Standing, walking, sitting, or working for extended periods of time
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval Environment:

- ~~Inclement weather~~

~~MINIMUM QUALIFICATIONS~~

~~Experience:~~

- ~~Three (3) years of experience in semi-skilled and skilled general building maintenance work, in more than one building maintenance trade~~

~~or~~

- ~~Two (2) years of experience or equivalent to the level of Maintenance Repair Worker in the Fontana Unified School District~~

~~Education:~~

- ~~High school diploma or equivalent~~

~~NECESSARY MATERIALS~~

~~License:~~

- ~~Possession of a valid and appropriate California Driver's License~~

~~Approved:~~ 11/1989

Revised: ~~5/405/04/2022;~~ 12/18/2025

FIRE EXTINGUISHER TECHNICIAN
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Fire Extinguisher Technician

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 18

Description:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under limited supervision, ~~provide~~provides oversight of the portable fire extinguisher program, automatic sprinkler systems, hood systems, and automatic roof emergency hatches or doors.

Class Characteristics:

~~This position performs a variety of duties where accuracy and quality of work are of extreme importance. The incumbent must perform at a high level at all times, work; working independently using knowledge of Federal, State, and Local fire codes, and have the ability to train district; provide guidance and instruct District personnel in the use of portable fire extinguishers. This position requires the inspection; inspections of fire suppression systems throughout the District, making changes and/or improvements when required. The incumbent must ensure that; ensuring all fire suppression systems are serviced, maintained, and certified within the time period required by law.~~

Examples of Duties:

Oversee

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Monitors fire extinguisher ~~program~~programs.
2. Provide trainingProvides guidance and instruction in the use of fire extinguishers to ~~district~~District staff.
3. OperateOperates the Getz Machine Vacufill System to discharge and filter dry chemical fire extinguishers at 60-90 psi, lubricate seals, valve stems, siphon ~~tube~~tubes, and pressurize with compressed nitrogen at 195 psi.
4. WeighWeighs and ~~service~~services all CO₂ carbon dioxide fire extinguishers.

- ~~5. • Using~~Mixes and refills wet chemical Class K fire extinguishers mandated for all District kitchens using potassium acetate or other chemicals ~~approve~~approved by the National Fire Protection Association (NFPA-10), ~~mix and refill wet chemical Class K fire extinguishers mandated for all district kitchens~~.
6. • ~~Make~~Makes monthly inspections to ensure compliance with Federal, State, and Local codes.
 - ~~Install~~Assists in annual and semi-annual Fire Marshall inspections.
7. • Installs new fire extinguishers where needed or required by Title 19 of the State Fire Code.
8. • ~~Relocate~~Relocates existing fire extinguishers as needed.
9. • ~~Select~~Selects and ~~install~~installs fire extinguisher cabinets, signs and fire alarm covers as needed.
 - ~~Deliver~~Performs hydrostatic testing on fire extinguisher cylinders to confirm the integrity of the cylinder as required by the California State Fire Marshal.
10. • Delivers updated and hydro tested fire extinguishers to the Transportation Department for the annual change in school buses.
11. • ~~Remove~~Removes and ~~refill~~refills all fire extinguishers in all ~~district~~District vehicles annually.
12. • ~~Provide~~Provides School Police with updated fire extinguishers as needed.
13. • ~~Provide~~Material Provides Safety Data Sheets (~~MSD~~SDS) to site administrators, the ~~district~~District garage for school buses, and ~~for~~ all other ~~district~~District vehicles.
14. • ~~Keep~~Maintains records as to the location, size, and type of all fire extinguishers at ~~district~~District sites.
15. • ~~Meet~~Meets with Federal, State, and Local fire officials as needed.
16. • PurchasePurchases new fire extinguishers and related supplies as directed by the supervisor.
17. • OverseeOversees the service and maintenance of automatic sprinkler systems at all ~~district~~District sites.
18. • ~~Make inspections of~~Inspects sprinkler control valves ~~as needed~~.
19. • ~~Keep~~Maintains sprinkler control valves so they are lubricated, unobstructed, and accessible.
20. • ~~Install~~Installs recessed sprinkler escutcheons as needed.
21. • ~~Keep~~Maintains up-to-date records/Fire Marshall 5-year required sprinkler test.
22. • OverseeMonitors the maintenance and service of all automatic roof emergency fire hatches or doors.
23. • CoordinateCoordinates the application of State Fire Marshall approved fire retardants to stage curtains or other flammable materials.
24. • ~~Inspect~~Inspects kitchen automatic fire suppression systems as needed.
25. • UseOperates in a safe manner power drills and other power and hand tools.

~~26. • Maintain~~Maintains gas, oil, and water ~~in for~~ assigned ~~vehicle~~vehicles.

~~27. • Other~~Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Minimum

Job Requirements – Qualifications for Fire Extinguisher Technician

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year experience working with commercial portable fire extinguishers and suppression systems

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License Required:
- Possession of a valid Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid Certificate or License to Service Fire Extinguishers issued by the State of California Fire Marshall-
 - Possession of a valid and appropriate California Driver's License-
 - A) Type I: Recharge and maintenance of fire extinguishers
 - B) Type 2: Hydrostatic test any or all low pressure non DOT fire extinguisher cylinders
- Verified copy of high school diploma or equivalent

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Tools, materials, methods and terminology used in the fire extinguisher field;
basic

- Basic math; including calculations using fractions, percentages, and/or ratios
- Appropriate safety precautions and procedures;
- Federal, State, and Local fire codes; laws and regulations
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, applicable software applications, and work order systems)
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- English usage and grammar
- Health and safety regulations

Ability to:

- Pass the State Fire Marshall Fire Extinguisher Service Examination;
- Operate the Getz close recovery fire extinguisher machine;
- Secure price quotes from outside contractors when directed to do so by the supervisor;
- Communicate with supervisors and site administrators on fire safety issues where judgment and knowledge are necessary;
- Work cooperatively ~~Establish~~ and maintain collaborative and effective working relationships with others
- Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Maintain various records related to work performed
- Operate a truck, observing legal and defensive driving practices
- Understand and follow oral and written instructions
- Maintain state minimum liability insurance coverage
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively ~~with both~~ orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

- The work environment characteristics here are representative of those contacted in course of work an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

One year experience working with commercial portable fire extinguishers and suppression systems.

Education:

Completion of the 12th grade or equivalent.

- This job is performed both indoors, outdoors, and at times in confined areas
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and gases
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

Strength: Heavy work carrying, pushing and/or pulling 100 pounds with frequent lifting and/or carrying of objects weighting 50 pounds or more. The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Work at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes, dust, and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards
- Gases stored under pressure

Original Board Approval: 06/21/2001

Revised: 06/25/2008; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~_____~~ Irrigation System Specialist _____

CATEGORY: ~~_____ Non-Exempt~~ Classified
~~Contract~~ Non-Exempt _____

REPORTS TO (BY TITLE): ~~_____ Supervisor, Grounds _____~~

SALARY RANGE: Range 18 _____

WORK YEAR: ~~_____ 12 months per year _____~~ 260 days

POSITION DESCRIPTION:

~~Definition:~~

Under indirect supervision, ~~to perform~~ performs skilled work in the installation, maintenance, and repair of automated and computerized irrigation systems; ~~to assist~~ assists in design and layout of irrigation systems.

~~Class Characteristics:~~

~~_~~ A major portion of the time of positions in this class is spent ~~in~~ performing skilled water irrigation systems work. Incumbents regularly ~~carry out~~ perform a wide range of general maintenance work outside of irrigation. ~~As assigned, positions are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.~~

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

~~1. _____ Install, maintain~~

- ~~• _____~~ Installs, maintains and ~~repair~~ repairs automated and computerized sprinkler controls, timing devices, sprinkler heads, valves, pressure main lines and lateral pipes.
- ~~• _____~~ 2. _____ Inspects, cleans and ~~adjust~~ adjusts sprinkler controls for the correct time and duration of operation.
- ~~3. _____~~ Service ~~Services~~ or ~~replaces~~ replaces clock motors and micro switches in automatic timing devices.

4. ~~Troubleshoot~~Troubleshoots electrical and hydraulic problems pertaining to irrigation systems.
5. ~~Clean~~Cleans and ~~adjust~~adjusts the height of sprinkler heads for proper area coverage.
6. ~~Maintain, replace~~Maintains, replaces and ~~repair~~repairs various valves ~~and~~, back-flow prevention devices, and pumps.
7. ~~Reroute~~Reroutes water and control lines, unplugs lines.
8. May plan the layout of new and/or redesigned sprinkler systems and ~~estimates cost~~estimate costs.
9. May make recommendations to architects/designers on equipment and layout to minimize parts inventory and maximize consistency of equipment throughout the ~~district~~District.
10. ~~Maintain~~Maintains and ~~update~~updates master blueprints of irrigation systems.
11. ~~Maintain~~Maintains gas, oil and water in assigned ~~vehicle~~vehicles.
12. ~~Perform~~Performs the full range of duties of the Groundskeeper class.
13. ~~Maintain~~Maintains inventory and orders new supplies.
 - PerformCuts and breaks up asphalt and concrete.
 - Operates specialized irrigation powered tools and electrical tracking equipment.
 - Records time, labor and material records.
 - Reviews work performed by outside contractors.
 - Prepares landscape surfaces for new concrete and asphalt.
 - Digs ditches and trenches and provides shoring as necessary.
 - Cleans and removes obstructions from water and drainage systems.
14. ~~Performs other~~ related duties ~~consistent with as assigned to ensure~~ the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency
- Possession of a valid certificate in Basic and/or Advanced Hydraulic Design (preferred)

Experience:

- Three (3) years of skilled commercial and residential experience in the installation, maintenance and repair of automated and computerized sprinkler systems

-OR-

- Two (2) years as a Grounds Equipment Operator with the Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Possession of a valid certificate in Basic and/or Advanced Hydraulic Design (preferred)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The methods and materials used in the maintenance and repair of automated and computerized sprinkler systems, including the scheduling of timing devices, controllers, valves and back flow systems; ~~soil types and plant materials~~
- Soil types and plant materials
- Basic principles of electricity and hydraulics
- Pipe fitting
- Design and water system programming capabilities
- Irrigation system management
- State, Local, and County codes and regulations
- Data analysis of irrigation system operations
- Operation of grounds and irrigation equipment
- Basic math, including calculations using fractions, percentages, and/or ratios
- Operation and use of hand and power tools and equipment
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques

- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Operate the tools and equipment, including computers/laptops, used in the repair and maintenance of automated and computerized sprinkler ~~system~~systems
- Operate or learn to operate necessary computer programs in the course of maintaining computerized irrigation systems.
- Read, understand, and ~~interpret~~compose a variety of technical documents and information (e.g., shop manuals, blueprints of water, diagrams, and drawings) for irrigation system~~systems~~
- Understand and ~~carry out~~follow oral and written ~~directions~~instructions
- ~~Direct the~~Provide work ~~of~~guidance to helpers.
- Operate a truck, observing legal and defensive driving practices.
- Maintain ~~insurability by District state minimum~~ liability insurance ~~carrier~~coverage
- Add, subtract, multiply, and divide quickly and accurately
- Maintain various records related to work performed
- Establish and maintain collaborative and effective working relationships with others
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed outdoors, occasionally in confined spaces

- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

• ~~Fine manual dexterity~~The physical 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.

- Dexterity of hands and fingers to operate ~~irrigationspecialized~~ equipment and ~~appliancestools~~
- ~~Standing, walking, sitting, or working~~ for extended periods of time
- ~~Reading printed matter~~
- ~~Communicating so others will be able~~Seeing to clearly understand a normal conversation
- ~~Talkingread and hearingperform primary functions of classification and understanding speechview computer screens~~
- Hearing and speaking to exchange information
- Some bending at reasonable volume
- ~~Bending, twistingthe waist, stooping and reaching, kneeling, crouching, and/or crawling~~
- ~~Near and far visual acuity/depth perception/color vision/field of vision~~
- Lifting, carrying, pushingReaching overhead, above the shoulders and horizontally
- Regularly lift and/or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighingmove up to 50 pounds.

Working Conditions:

- ~~Working outside without effective protection from weather~~

MINIMUM QUALIFICATIONS

Experience:

Any one of the following represents qualifying experience:

- ~~Three (3) years of skilled commercial and residential experience in the installation, maintenance and repair of automated and computerized sprinkler systems;~~ OR occasionally lift, carry, push or pull very heavy objects,

- ~~Two (2) years as a Grounds Equipment Operator~~ with the Fontana Unified School District; OR
- ~~Two (2) years irrigation maintenance and repair experience with the~~ Fontana Unified School District.

Education:

- Possession ~~use~~ of ~~a High School Diploma~~ hand trucks or ~~equivalent~~ other equipment up to 100 pounds

~~DESIRED QUALIFICATIONS~~

Education:

- ~~Possession of a valid certificate in Basic and/or Advanced Hydraulic Design~~

~~NECESSARY MATERIALS~~

License:

- ~~Possession of a valid and appropriate California Driver's License~~

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Mechanical hazards
- Traffic hazards

Original Board Approval:

Revised: 12/18/2025

SMALL ENGINE EQUIPMENT MECHANIC -- GROUNDS

Definition:

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Small Engine Equipment Mechanic - Grounds

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 17

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, working in the Grounds Department, performs varied semi-skilled and skilled maintenance and repair work on diesel, gasoline, and electric-powered small engineengines, hydraulic systems, and grounds vehicle equipment; assists in maintaining shop equipment, ordering parts, and supplies, and performing repairs. ~~Assists; assists~~ with groundskeeping work.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Performs maintenance and repair work on diesel, gasoline, and electric-powered small engines and hydraulic systems equipment, such as lawn mowers, skip loaders, tractors, backhoes, bobcats, and sweepers.
2. Adjusts, cleans, lubricates, or replaces components.
3. Repairs or replaces batteries, alternators, regulators, starters, and ignition systems.
4. Conducts engine tune-ups, adjusts or replaces plugs, points, and sets timing; ~~conversion~~converts to electronic ignition systems as required.
5. Replaces oil, fuel, air filters, or hoses.
6. Changes crankcase, transmission, or hydraulic fluid.
7. Completes work orders and maintains service records.
8. Locates, orders, and transports parts and equipment.
9. Conducts emergency repairs on vehicles and equipment in the field.

- 10. • _____ Repairs and rebuilds reel-type assemblies as required.
- 11. • _____ Maintains and cleans the work area and shop equipment.
- 12. • _____ Performs groundskeeping and grounds equipment operator work as required.
 - Troubleshoot, repair, and maintain electric lawnmowing equipment.
 - Maintains and repair trailers; replace bulbs and towing plugs; re-wiring; securing wood flooring.
 - Performs plugging and patching on punctured tires, changes worn-out tires, and replaces valve stems on vehicle equipment.
 - Requisition, orders, and stores parts and materials.
 - Maintains gas, oil, and water in assigned vehicles.
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

13. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency
- Trade school certificate in auto/diesel mechanics or equivalent

Experience:

- Prior mechanical experience involving the maintenance and repair of gasoline-powered, small engine, and hydraulic system equipment

Licenses Required, Certifications, and/or Clearance Requirements:

- Possession of a valid and appropriate Department of Justice Fingerprint Clearance
- Valid California Driver's License.

Minimum Qualifications:

- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Trade school certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Groundskeeping; ~~the~~
- The hazards and safety precautions associated with the mechanical trade;
- Diesel and small gasoline-powered engines, hydraulics, and other equipment.

Fontana Unified School District
Small Engine Equipment Mechanic – Grounds
Page Two

- Tools, materials, methods, and terminology used in one or more of the vehicle equipment maintenance trades
- Basic math, including calculations using fractions, percentages, and/or ratios
- Operation and use of hand and power tools and equipment
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations

Ability to:

- Perform major and minor repairs on diesel, electric, and gasoline-powered engines, hydraulic systems, and drive units;~~diagnose~~
- Diagnose mechanical problems;~~operate~~
- Operate diagnostic testing equipment;~~skill~~
- Operate in the use a safe manner a variety of small hand and power tools, equipment, and machinery
- Performs groundskeeping work.

Experience:

~~Prior mechanical experience involving the maintenance and repair of gasoline-powered, small engine and hydraulic systems equipment.~~

Education:

- Graduation from high school or equivalent, and/or trade school in auto/diesel mechanics or equivalent~~Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)~~

Maintain various records related to =

Physical Demands and Working Conditions:

- Heavy work – lifting, carrying, pushing, performed
- Operate a truck, observing legal and/or pulling 100 pounds maximum defensive driving practices
- Establish and maintain cooperative and effective working relationships with frequent lifting and/or carrying others
- Understand and follow oral and written instructions
- Maintain state minimum liability insurance coverage
- Operates a computer and related equipment to enter and extract data and reports
- Analyze situations accurately and adopt an effective course of objects weighing up to 50 pounds. action
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed both indoors and outdoors, occasionally in confined spaces
- May come in into contact with a variety of cleaning solvents and materials.
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: *The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.*

Physical Demands:

The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Traffic hazards

Original Board Approval: 11/1989

Revised: 10/20/1999; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: General Maintenance Worker

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): Director, Maintenance & Operations

SALARY SCHEDULE/RANGE: Classified, Range 15

WORK YEAR: 12 Months, 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

~~Perform~~Performs unskilled and semi-skilled manual tasks for the transport, delivery, and set up of furniture, equipment, and other items. ~~Perform;~~ performs minor maintenance tasks. ~~Work;~~ works independently with limited supervision. ~~;~~ performs work that provides an opportunity to learn the terminology, processes, procedures, tools, and equipment of various trade areas.

Class Characteristics:

~~Incumbents perform work that provides an opportunity to learn the terminology, processes, and procedures, tools, and equipment of various trades areas.~~

**DUTIES AND
PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

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

- ~~1. Load, unload~~Loads, unloads, and ~~drive~~drives trucks with materials, equipment, and other items, and ~~transport~~transports and ~~deliver~~delivers to and from a variety of assigned destinations.
- ~~2. Assemble~~Assembles, moves, and sets up furniture and equipment for various events throughout the entire District.
- ~~3. Perform~~Performs heavy manual labor.
- ~~4. Operate~~Operates a forklift, pallet jack, flat cart, hand truck, and other related equipment.
- ~~5. Store~~Stores materials in a neat, orderly, and efficient manner.
- ~~6. Make~~Makes routine and minor repairs to furniture and equipment.
- ~~7. Use~~Uses a variety of basic hand and power tools.
- ~~8. After training and instruction, perform routine duties independently.~~

- ~~9.~~ Operate/Operates a copier machine.
- ~~10.~~ Clean/Cleans work ~~area/areas~~ upon completion of jobs.
- ~~11.~~ Maintain/Maintains accurate records of work performed, ~~to include/including~~ time and materials utilized to complete assigned tasks.
- ~~12.~~ Drive/Drives a delivery truck and ~~operate/operates~~ a lift gate in a safe manner.
- ~~13.~~ Check/Checks and ~~maintain/maintains~~ gas, oil, and water in assigned ~~vehicle/vehicles~~.
- ~~14.~~ Meet schedules and timelines.
- ~~15.~~ Work cooperatively with others.
- ~~16.~~ Understand and follow oral and written directions.
 - Perform/May assist in semi-skilled work and tasks in one (1) or more of the trades of maintenance, specialized services, and mechanical areas such as carpentry, locksmithing, glazing, alarm tech, heating and air conditioning, and welding.
 - May assist in performing a variety of semi-skilled work in the maintenance of buildings, facilities, and equipment.
- ~~17.~~ May perform other related duties consistent with the scope and intent of as assigned to ensure the position efficient and effective functioning of the work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Six (6) months of experience in delivery truck operation, to include loading and unloading of materials and equipment

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid copy of high school diploma or equivalent

- Possession of a valid forklift operator's certificate within ninety (90) days of employment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Appropriate safety practices, procedures, and methods of lifting and loading supplies, furniture, and equipment, as regulated by Local, State and Federal agencies
- Common tools, machinery, and equipment used in general maintenance work
- Safe driving practices
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- Basic math, including calculations using fractions, percentages, and/or ratios
- Operation and use of hand and power tools and equipment
- Proper methods of storing equipment, materials and supplies
- Appropriate safety precautions and procedures
- Record-keeping techniques
- English usage and grammar
- Health and safety regulations

Ability to:

- ~~Perform simple clerical and arithmetic work~~
 - Add, subtract, multiply, and divide quickly and accurately
 - Operate a forklift and a pallet jack
 - Drive a truck and observe safe, legal and defensive driving practices
 - Operate a lift gate in a safe manner
 - Understand and ~~carry out~~ follow oral and written ~~directions~~ instructions
 - Establish and maintain cooperative and effective working relationships with others
 - Safely load and unload a variety of materials and equipment, including bottled gases and chemicals
 - ~~Work~~ Perform routine duties independently with limited supervision after training and instruction
 - Learn about work sites and locations
 - ~~Draw~~ Read, draw and understand simple diagrams, and work from sketches, diagrams, plans, and specifications to repair, assemble furniture and other equipment as required
 - Maintain state minimum liability insurance coverage

Meet schedules

Physical Requirements:

- ~~Pushing and pulling up to 300 pounds~~timelines
- ~~Frequent pushing, pulling, lifting and carrying up to 100 pounds~~
- ~~Ability to stand for extended periods of time~~
- ~~Ability to see for the purpose of reading directional materials~~
- ~~Ability to hear and understand speech at normal levels~~
- ~~Ability to bend, twist, stoop, and kneel~~
- Ability~~Maintain~~ various records related to work at heights, ascend, performed
- Assist in wide range of general maintenance and ~~descend ladders~~repair work not requiring full journey skill level
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Communicate effectively both orally and in writing
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed both indoors and outdoors
- Exposure to extreme temperatures, noise, vibration, moisture and/or humidity, dirt, dust, fumes, bottled gases and chemicals
- ~~Incllement weather~~
- Hours of work may vary as required ~~per~~by work demands
- May be assigned to a flexible work schedule
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical 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.

- Regularly lift/and or move up to 100 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 300 pounds
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Ability to bend, twist, stoop, and kneel

MINIMUM QUALIFICATIONS

Experience:

- ~~Six (6) months of experience in delivery truck operation, to include loading and unloading of materials and equipment~~

Education:

- ~~Completion of high school or equivalent~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License~~

Materials:

- ~~Valid copy of high school diploma or equivalent~~
- ~~Possession of a valid forklift operator's certificate within 90~~Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Work at heights, ascend, and descend ladders
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

~~• Original Board Approval: 08 days of employment~~

~~Approved: 8/20/2000~~

Revised: 11/404/2004; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Grounds Equipment Operator

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): ~~Supervisor, Grounds~~

SALARY ~~SCHEDULE~~/RANGE: ~~Classified, __~~ Range 15

WORK YEAR: ~~12 Months~~ 260 days

SUPERVISION: ~~N/A~~

POSITION DESCRIPTION:

Under general supervision, ~~operate~~operates power grounds equipment. ~~Perform,~~
performs independent, responsible grounds and gardening work.

DUTIES AND
PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1. • Operate~~Operates a variety of power grounds equipment, including but not limited to large power mowers, power edgers, power trimmers, trucks, skip loaders, back hoes, tractors, and sweepers.
- ~~2. • Use~~Uses tractor attachments as required.
- ~~3. • Service, repair~~Services, repairs and ~~make~~makes adjustments to the equipment.
- ~~4. • Mow~~Mows large fields and areas.
- ~~5. • Fill, level, roll, smooth~~Fills, levels, rolls, smooths, and ~~prepare~~prepares ground for planting lawns or paving.
- ~~6. • Prepare~~Prepares and ~~level~~levels the ground for athletic fields.
- ~~7. • Spray~~Sprays landscaped areas with pesticides and herbicides for ~~weed~~
and insect and weed control, using specialized equipment.
- ~~8. •~~ May lead a crew performing assigned grounds maintenance work.
- ~~9. • Operate~~Operates a truck to transport equipment, haul soil, fertilizer, and other materials related to position.
- ~~10. •~~ PerformPerforms general grounds maintenance work typical of the Groundskeeper class.
- PerformMaintains gas, oil, and water in assigned vehicles.

- ~~Performs other~~ related duties ~~consistent with as assigned to ensure~~ the ~~scope efficient~~ and ~~intenteffective functioning~~ of the ~~positionwork unit~~.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience in the operation of tractors, trucks, and large power mowers,

-OR-

- One (1) year of experience at or equivalent to the level of Groundskeeper with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the district's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, materials, tools, and large power equipment used in grounds maintenance work
- The operation and routine maintenance of power grounds equipment
- ~~Safe work practices~~
- ~~Oral and written communication skills~~
 - Appropriate safety precautions and procedures
 - Basic math, including calculations using fractions, percentages, and/or

ratios

- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage and grammar
- Health and safety regulations
- Usage and mixing of various chemicals, such as pesticides and herbicides

Ability to:

- Perform responsible grounds maintenance work
- Operate and maintain a variety of power grounds equipment, ,machinery, and tools safely and skillfully
- Operate a truck and grounds equipment, observing legal and defensive driving procedures
- Understand and ~~carry out simple~~follow oral and written ~~directions~~instructions
- ~~Work cooperatively with those contacted in the course of work~~
 - Communicate effectively both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Maintain state minimum liability insurance coverage
 - Read, understand, and compose a variety of technical documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
 - Maintain various records related to work performed
 - Operate a computer and related software and applications
 - Analyze situations accurately and adopt an effective course of action
 - Add, subtract, multiply, and divide quickly and accurately
 - Meet schedules and timelines
 - Work well both independently and as part of a team
 - Observe health and safety regulations and procedures
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements:-Demands:

~~Ability to~~The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push, and or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- ~~Ability to frequently lift and carry up to 50 pounds~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- Work-Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching
- Reaching overhead, above the shoulders and horizontally
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Mechanical hazards
- Traffic hazards

Original Board Approval:

Environment:

- ~~Outdoors~~
- ~~Inclement weather~~

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of experience in the operation of tractors, trucks, and large power mowers~~
- ~~or~~
- ~~One (1) year of experience at or equivalent to the level of Groundskeeper with Fontana Unified School District~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License.~~

Approved:

Revised: ~~_202/13/1991; 2/602/06/2019; 12/18/2025~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Maintenance Repair Worker

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): ~~Director, Maintenance & Operations~~

SALARY ~~SCHEDULE~~/RANGE: ~~Classified, Range 15~~

WORK YEAR: ~~12 Months~~ 260 days

SUPERVISION: ~~N/A~~

POSITION DESCRIPTION:

~~Under the direction of the Director of Maintenance and Operations~~Under general supervision, the Maintenance Repair Worker is responsible for performing a variety of semi-skilled maintenance and repair work.

Class Characteristics:

~~Incumbents in this class have sufficient knowledge and skill in the assigned area to perform many semi-skilled tasks independently. Incumbents receive; receives~~ work, which provides an opportunity to learn more technical aspects of the assigned work and to develop greater skill and speed in the work. ~~Task assignments are less difficult and more routine than those normally assigned to the Senior Maintenance Repair Worker class or the specialized maintenance trades classes, and generally receive closer supervision than the Senior Maintenance Worker.~~ The nature of the duties assigned to some positions dictates that the particular position be retained at the Maintenance Repair Worker level even after the incumbent has achieved a level of proficiency in performing the tasks.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

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

- ~~1.● Perform~~Performs semi-skilled work in one or more of the trade maintenance or mechanical areas such as carpentry, electrical, heating and air conditioning, locksmith, glazing, painting, plumbing and welding.
- ~~2.● Use~~Uses a variety of hand tools and power tools, and ~~operate~~operates machinery.

3. ~~Repair~~Repairs fences and playground equipment.
4. ~~Replace~~Replaces ceramic, ceiling and floor tiles.
5. ~~Prepare~~Prepares surfaces for painting and ~~apply~~applies finish using brushes, rollers and spray equipment.
6. ~~Perform~~Performs minor repairs to carpeting, plaster and roofs.
7. May perform repairs on furniture and toys.
8. ~~Repair~~Repairs and ~~install~~installs kitchen and bathroom dispensers.
9. ~~Repair~~Repairs window-covering fixtures.
10. ~~Install~~Installs bulletin boards, pictures, screens and other related items.
11. ~~Use~~Uses a jackhammer to break up cement.
12. ~~Mix, pour~~Mixes, pours and ~~perform~~performs rough cement finishing.
13. ~~Vacuum, brush~~Vacuums, brushes and ~~clean~~cleans swimming pools, as well as ~~the~~pool deck, diving board and other pool areas.
14. ~~Service~~Services swimming pools by performing backwashes, chlorine primer, ~~check~~checking temperature, pH and chlorine content.
15. ~~Perform~~Performs routine readings in swimming pools to make minor adjustments in chlorine, soda ash, temperature, etc.
16. ~~Load~~Loads trucks with materials and equipment and ~~drive~~drives to and from assigned destinations.
17. ~~Assemble~~Assembles furniture and equipment.
18. ~~Perform~~Performs heavy manual labor.
19. ~~Clean~~Cleans the work area upon completion of jobs.
20. ~~Maintain~~Maintains gas, oil and water in assigned ~~vehicle~~vehicles.
21. ~~Keep record~~Maintains records of work performed.
22. ~~Perform~~Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years performing a variety of semi-skilled maintenance work

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard practices, methods, materials and equipment used in maintenance and repair work
- Basic operations, tools and terms used in the trades and other maintenance areas
- Appropriate safety ~~practices~~precautions and procedures, ~~as regulated by local, state and federal agencies~~
- ~~Basic math,~~ including calculations
 - ~~Oral using fractions, percentages,~~ and ~~written communication skills/or ratios~~
 - Technical aspects in the field of specialty
 - Proper methods of storing equipment, materials and supplies
 - Record-keeping techniques
 - Proper lifting techniques
 - Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
 - English usage and grammar
 - Health and safety regulations

Ability to:

- Perform semi-skilled work in one or more of the trades and other maintenance areas
- Identify and use hand tools, power tools and machinery used in various trades or maintenance areas
- Maintain ~~routine~~various records related to work performed
- Understand and ~~carry out~~follow oral and written ~~directions~~instructions
- Operate a truck and observe legal and defensive driving practices
- ~~Work cooperatively with those contacted in the course of work~~
 - Establish and maintain collaborative and effective working relationships with others
 - Communicate effectively both orally and in writing
- Work well both independently ~~with little or no direction~~

- Utilize interpersonal skills using tact, patience and courtesy as part of a team
- Maintain state minimum liability insurance coverage
- Read, understand, and compose a variety of documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Operate in a safe manner a variety of tools, equipment, and machinery
- Add, subtract, multiply, and divide quickly and accurately
- Meet schedules and timelines
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is performed both indoors and outdoors, occasionally in confined spaces
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

Occasionally The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push and/or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Frequently lift, push, pull Hearing and carry upspeaking to 50 pounds exchange information

- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
 - AbilitySome bending at the waist, stooping, kneeling, crouching, and/or crawling
 - Reaching overhead, above the shoulders and horizontally
 - Seeing to read printed matter and and perform primary functions of classification and view computer screens

MINIMUM QUALIFICATIONS

Experience:

- ~~Two (2) years performing a variety of semi-skilled maintenance work~~

Education:

- ~~Possession of high school diploma or equivalent~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment~~

Materials:

- ~~Verified copy of high school diploma or equivalent~~

- ApprovedWork at heights, ascend and descend ladder
- Standing, walking, sitting, or working for extended periods of time
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval: 11/1989

Revised: 12/13/2017; 12/18/2025

~~GROUNDSKEEPER I~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Groundskeeper

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 123

~~Definition:~~

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs general and varied grounds maintenance work involving specific routines; ~~performs related duties as required.~~

~~Class Characteristics:~~

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

~~This is the entry level position in the Grounds Department. Duties are generally performed under closer supervision than for higher classifications or the amount of work output is expected to be less. Task assignments are less difficult and more routine than those of the next higher class of Groundskeeper II.~~

~~Examples of Duties:~~

- ~~1.●~~ Cuts, edges, trims and prunes landscaped areas.
- ~~2.●~~ Prepares and fertilizes soil and plants, lawns, trees, shrubs, hedges, and flowers.
- ~~3.●~~ Sprays landscaped areas with ~~insecticides~~ pesticides and herbicides for insect and weed control, using specialized equipment.
- ~~4.●~~ Hoes weeds and rakes lawns.
- ~~5.●~~ Sweeps and picks up paper and other debris from walks and driveways.
- ~~6.●~~ Waters various ~~grounds~~ ground areas by hand or by operating the sprinkler system.
- ~~7.●~~ Assists in moving and arranging bleachers, furniture and equipment for special events.
- ~~8.●~~ Operates, maintains, and uses various power and hand grounds equipment and tools.
- ~~9.●~~ Drives, loads and unloads trucks with trimmings and ~~trash~~ debris.

- 10. • _____ Digs holes and trenches for landscaping and sprinkler installation.
- 11. • _____ Hauls sand, dirt, sawdust, and straw and distributes products where needed.
- 12. • _____ Performs routine work in the preparation, lining, marking, and dragging of athletic fields or related areas.
- 13. • _____ Performs general unskilled duties involved in erecting and repairing fences, mixing and pouring cement, patching asphalt, and installing athletic equipment.
- 14. • _____ May perform general custodial duties either seasonally or incidental to groundskeeping duties.
- 15. • _____ Operates large power grounds equipment as a learner and trainee.
- 16. • _____ Maintains gas, oil and water in assigned ~~vehicle~~vehicles.

License Required:

~~_____ Possession of a valid and appropriate California Driver's License.~~

- ~~Minimum~~Inspects all drainage at multiple job sites.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience in commercial and/or residential landscaping (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic methods, materials and tools used in grounds maintenance work; ~~basic~~
- Appropriate safety ~~practices~~; precautions and procedures
- Maintenance of equipment and hand tools
- Organizational or departmental operations, services and policies
- Usage and mixing of various chemicals, such as pesticides and herbicides
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Record-keeping techniques
- Proper lifting techniques
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)

- English usage and grammar
- Health and safety regulations

Ability to:

- ~~Use~~ Operate in a safe manner a variety of hand and power tools common to groundskeeping work; ~~learn~~
- Learn and perform general grounds maintenance and grounds construction work; ~~understand~~
- Understand and ~~carry out~~ follow oral and written ~~directions; work cooperatively~~ instructions
- Establish and maintain collaborative and effective working relationships with those contacted in the course of work; drive others
- Operate a truck, observing legal and defensive driving practices.
- Organize, plan and facilitate daily tasks
- Read, understand, and compose a variety of documents and information (e.g., shop manuals, blueprints, diagrams, and drawings)
- Maintain various records related to work performed
- Maintain state minimum liability insurance coverage
- Operate a computer and related software and applications
- Analyze situations accurately and adopt an effective course of action
- Add, subtract, multiply, and divide quickly and accurately
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here 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 the essential functions.

- This job is preformed outdoors
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt
- Driving a District vehicle to conduct work
- Trade shops

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Education and Experience

~~Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience.~~

Physical Demands and Working Conditions:

~~Lifting, carrying, pushing and pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.~~

~~Environmental Conditions: Works outside without effective protection from weather.~~

4/8/98

The physical 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.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, and crouching
- Reaching overhead, above the shoulders and horizontally
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Mechanical hazards
- Traffic hazards

Original Board Approval: 04/15/1998

Revised: 12/18/2025