

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Laborer Assistant Supervisor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0677	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Maintenance	<b>SALARY:</b>	Flat Rate Salary Schedule C1
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	04-09-74
		<b>HR REVISION:</b>	05-82 04-27-87 09-09-11

**BASIC FUNCTION:**

Perform skilled grounds maintenance and repair work, and operate heavy equipment, gang mowers, and other motorized equipment in the maintenance of district landscaped areas; assist in the repair and preventive maintenance of gang mowers and other equipment; cut, trim, and remove trees; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Operate a boom truck, dump truck, trenching equipment, backhoe, loaders, bobcat, grader, forklifts, tractors, stump grinders, power washers, scissor lifts, and other related equipment; connect hydraulic attachments to bobcat. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff; maintain records (vacation, sick leave, invoices, etc.). **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories; provide monthly and annual labor and material cost report. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. **E**

Respond to emergencies, such as flooding, storm damage, sinkholes, fire damage, and tree hazards, including after-hours emergencies as directed. **E**

Operate a variety of grounds maintenance equipment, including a chipper machine, tree pruning equipment, chainsaw, and other related equipment; set up roadblocks and reroute traffic when working on trees and asphalt. **E**

Pave grounds and walkways with blacktop or asphalt; shovel hot blacktop or asphalt from the rear of a dump truck; utilize various asphalt tools, equipment, supplies, and possible use of a roller machine to flatten the material. **E**

Drive and load trucks; deliver furniture, supplies, or building materials; haul loads of dirt, sand, concrete, leaves, branches, bark, lumber, trash, and disposable items; calculate the required amount of materials to be used for asphalt, top soil, sod, and related bark grading jobs; haul, load, and unload heavy equipment. **E**

Remove and dispose of worn carpet, tile, and linoleum. **E**

Help install, repair, and replace underground facilities, i.e., electrical lines, sprinkler systems, and water and gas lines; keep drainage systems clear and in working order; dig and cover trenches. **E**

Calibrate materials for spraying and applications of fertilizer; utilize various chemical, herbicide, or pesticide applications; wear protective equipment when spraying; maintain daily spray sheets and logs to include materials used and appropriate notification to school sites according to law. **E**

Act as a helper to journeyman trades; assist other trades in heavy manual labor for extended periods of time; may perform gardening work. **E**

Operate and maintain a variety of specialized hand and power tools and equipment; drive a district vehicle to conduct work; lift and carry heavy objects, and perform heavy physical labor. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and four years of grounds maintenance, heavy equipment operation, or labor experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test). Attend asbestos awareness training within six months of employment.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Operation, use, and maintenance of heavy equipment, gang mowers, and other motorized equipment.

Principles of training and providing work direction.

Methods, supplies, and tools used in general grounds maintenance work.

Pest and weed control chemicals, materials, and techniques.

Operation and maintenance of hand and power tools and equipment used in grounds keeping.

Laws, rules, and regulations related to the application of herbicides and pesticides.

Hydraulic equipment and mechanical operation.

Basic recordkeeping techniques.

Safe working methods and procedures.

Technical aspects of field of specialty.

Health and safety regulations.

##### **ABILITY TO:**

Perform the basic function of the position.

Train and provide work direction to others.

Accurately estimate labor and material costs.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written instructions.

Establish cooperative working relationships with others.

Work independently with minimal supervision.

Operate a vehicle, observing legal and defensive driving practices.

Lift and carry heavy objects and perform heavy physical labor according to safety regulations.

Work efficiently to meet schedules and timelines.

Operate gang mowers, heavy equipment, and other motorized equipment in the maintenance of district-landscaped areas.

Operate hand and power tools and equipment used in grounds keeping.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor work environment; indoor mower shop environment; regular exposure to fumes, dust, and odors; exposure to adverse weather conditions; drive a vehicle to conduct work; noise from equipment operation.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information; dexterity of hands and fingers to operate heavy grounds equipment and tools; sit or stand for extended periods of time; reach overhead, above the shoulders, and horizontally; walk over rough or uneven surfaces; bend at the waist; lift, twist, stoop, climb, and crawl; carry, push, or pull heavy equipment; hand-dig ditches, and use jackhammers for extended periods of time; heavy physical labor.

**SAMPLE HAZARDS:**

Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; large tree and power line hazards; repetitive hand motion; traffic congestion when rerouting traffic; flying debris; high pressure hoses; may be exposed to fecal matter, snakes, insect bites/swarms, and ant bites.

**APPROVALS:**

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Carol Mignone Stephen, Interim Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date