

MEMORANDUM OF UNDERSTANDING
Between Mt. Diablo Unified School District and
Teamsters Local Union No. 856
Skill Trades Position
February 10, 2025

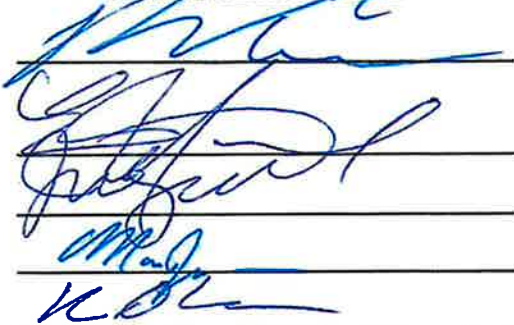
The Mt. Diablo Unified School District ("District") and Teamsters Local 856 ("Teamsters"), collectively referred to as "the Parties," have considered their mutual interests and have agreed to enter into this Tentative Agreement ("Agreement"), to resolve negotiations for the 2023-2026 Collective Bargaining Agreement salary compensation study component.

To address both the updating of outdated job descriptions, which may include revisions to existing job duties, concerns about salary rates for certain positions as compared to the salaries for those positions in other school districts, and the need to fill vacancies in the M&O Department, the parties have met on several occasions regarding skilled and general maintenance workers. Through this process and supported by the study performed by School Services of California, it is clear that outdated job descriptions and low wages have contributed to a high vacancy rate. Therefore, the parties agree to the following to address all of these concerns:

1. Realign the following classifications in Pay Range 533. Former step three becomes step one increasing each step by 5%, up to step five, then increasing the pay range by 2.5%
 - Carpenter
 - Electrician
 - Electronics Technician
 - Glazier/Carpenter
 - Heating and AC Mechanic
 - Locksmith Carpenter
 - Painter
 - Plumber
 - Roofer
 - Welder
2. Increase the following classifications by 12.5%
 - General Maintenance Worker – Pay Range 502
 - General Maintenance Worker, Senior – Pay Range 518
 - Fire Systems Technician – Pay Range – 581
 - Heating Equipment Lube/Service Tech – Pay Range 511

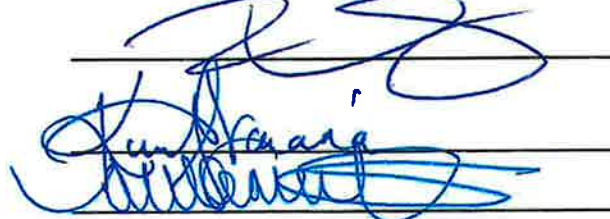
3. The parties agree to move the Electro-Mechanical Technician from Range 565 to Range 589 & increase Range 589 by 12.5%. This position is to retain the services and expertise of the designated individual. Upon the individual's retirement, the District and Teamsters agree that the position shall be eliminated without requiring a reduction in services resolution or layoff, and the associated 1.0 Full-Time Equivalent (FTE) may be reallocated to an additional HVAC Technician position, subject to the availability of funding.
4. The parties mutually acknowledge and agree that all current employees holding these positions shall retain their existing salary step placement. (For example, if an employee is currently on Range 589, step 2, and pursuant to this Agreement that range receives a salary increase, the employee will remain on Step 2.)
5. The parties acknowledge that the Maintenance Senior Leadworker position replaces the Plumber/Welding Leadworker Senior position without requiring a reduction in services resolution or layoff. This position will be at Range 589 & and the range will increase by 12.5%.
6. The parties mutually agree to adopt the updated job descriptions for each position as presented and incorporated by reference into this agreement as an attachment.
7. The parties hereby agree that the revised compensation rates shall become effective on **April 1, 2025**, and shall be implemented in accordance with the terms set forth in this agreement.
8. This Agreement reflects the completion of the Agreement reached between the Parties in Paragraph 4 of the June 23, 2023 Tentative Agreement.
9. The Agreement shall become effective upon approval by Teamsters and the District, as evidenced by the signature of the Teamsters and District designees and by ratification of the Teamsters unit members and approval of the District Board of Education.

FOR TEAMSTERS LOCAL 856



Four blue ink signatures are written on the first four lines of the signature block for Teamsters Local 856. The signatures are stylized and cursive.

FOR DISTRICT



Two blue ink signatures are written on the first two lines of the signature block for the District. The signatures are stylized and cursive.

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Carpenter
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of skilled carpentry work in the repair, alteration, construction, and maintenance of buildings and equipment, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs skilled carpentry work in the maintenance, repair, construction and alteration of District buildings, facilities and equipment for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition in compliance with building, health and safety standards. **E**
- Maintain and repair woodwork in District school facilities; match materials for color, grain or texture; cut, fit, and hang doors, windows, sashes, and screens; repair floorings. **E**
- Construct, alter, repair and inspect structures including cabinets, shelves, partitions, counters, doors, window frames, scaffolds, shelving, stairways, forms and fences, bookcases, school and office furniture, wood bleachers/benches and a variety of special fixtures. **E**
- Operate a variety of specialized equipment including but not limited to saws, drills, jointers, sanding machines presses, grinders, oscillating tools and other job related machinery. **E**
- Maintains and services carpentry tools and equipment. **E**
- Repair and replace drywall, baseboards, and molding. **E**
- Completes inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Carpentry systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.

- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedures.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other related job duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Proficiency in using hand tools, power tools, and woodworking machinery.

Knowledge of carpentry techniques, materials, and construction methods.

Ability to read and interpret blueprints and technical drawings.

Strong problem-solving skills and attention to detail.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized Carpentry apprenticeship program or five years of experience in commercial Carpentry construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: CARPENTER

DEFINITION: ~~Under general supervision, performs work of considerable difficulty in the building, installation, repair and alteration of all district school buildings, wooden structures, construction of articles and other items; and performance related work as required.~~

EXAMPLE OF DUTIES:

- ~~Performs alterations, repairs and construction of articles and structures of wood, such as partitions, doors, window frames, sheds, scaffolds, tables, bleachers, forms and fences~~
- ~~Makes and repairs school and office furniture, equipment and wooden fixtures~~
- ~~Performs mill and cabinet work~~
- ~~Builds closets, athletic equipment, bookcases and shelving and installs doors, windows, sashes and screens~~
- ~~Lays formica tops~~
- ~~Operates laths, planers, saws shapers, jointers, sanding machines and other wood-working machinery~~
- ~~Sharpens hand tools and determines that tools and equipment are properly maintained~~
- ~~May supervise and train new employees and helpers~~
- ~~Assists in other craft skills~~
- ~~Performs related maintenance duties~~

DESIRABLE QUALIFICATIONS:

Training and Experience:

~~A combination of training and experience equivalent to completion of a recognized carpentry apprenticeship program; two years of journey-level experience in the carpentry trade.~~

Knowledge of:

- ~~Common practices, methods, tools and materials of the carpentry trade~~
- ~~Carpentry construction work~~
- ~~The occupational hazards and safety practices of the trade~~
- ~~Blueprints~~

Skills in:

- ~~Use of a variety of hand and power tools~~
- ~~Reading and understanding construction blueprints, oral and written specifications and general instructions~~
- ~~Estimating time and materials~~

Ability to:

- ~~Establish and maintain effective working relationships with others~~

Licenses and Certificates:

- ~~A valid California driver's license~~

M&O, Salary Range: 533
MT. DIABLO UNIFIED SCHOOL DISTRICT

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Electrician
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of perform skilled electrical work in the repair, alteration, and installation of electrical equipment and wiring systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Install, maintain, and repair electrical wiring, lighting, outlets, switches, circuit breakers, transformers, panels, and other electrical components. **E**
- Diagnoses and troubleshoot electrical malfunctions, short circuits, power failures, and other electrical issues for the purpose of identifying repair and replacement needs. **E**
- Upgrade and retrofit electrical systems to meet current code requirements and energy efficiency standards. **E**
- Install and maintain emergency lighting, fire alarm systems, and backup generators. **E**
- Ensure compliance with the California Electrical Code, Title 24 Energy Regulations, and other relevant safety standards.
- Operate and maintain tools and equipment, including voltage testers, oscilloscopes, conduit benders, and other electrical tools. **E**
- Perform underground cabling and conduit locating activities as well as maintain and repair overhead lighting and power devices and systems by using lifts, boom trucks and/or bucket trucks. **E**
- Repair and maintain electrical equipment; install and replace lamps, light fixtures, ballasts, switches, fuses, conduit, cabling and other electrical accessories; and repair and replace power cords, equipment and machines. **E**
- Establishes and maintains records of preventative maintenance programs and other records of work performed.

- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Electrical systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Thorough knowledge of California Electrical Code, Title 24, and National Electrical Code (NEC) regulations.

Ability to diagnose electrical problems and implement effective solutions.

Proficiency with electrical tools, meters, and testing devices.

Knowledge of low-voltage systems (e.g., fire alarms, intercoms, data cabling) is a plus.

Ability to work independently and as part of a team.

Strong organizational and communication skills.

Basic understanding of HVAC systems and their electrical components.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized Electrical apprenticeship program or five years of experience in commercial Electrical construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

California General Electrician Certification (preferred)

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: ELECTRICIAN

DEFINITION: ~~Under general supervision, performs work of considerable difficulty in the maintenance, installation and servicing of electrical systems and equipment; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Installs conduits, transformers, signaling systems, pull boxes and switches~~
- ~~Services and repairs starters, motors and various other types of electrical equipment and apparatus~~
- ~~Repairs and replaces broken or defective parts in motors, switches and fixtures~~
- ~~Tests, locates and repairs trouble to electrical circuits and equipment~~
- ~~Installs, repairs and maintains electrical wiring systems and power distribution lines~~
- ~~Installs, tests, repairs electrical control equipment such as air and oil circuit breakers, starters and remote control switching gear~~
- ~~Reads blueprints~~
- ~~Compiles material lists and keeps records~~
- ~~Repairs vandalized electrical circuits and devices~~
- ~~May train new employees and helpers~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to completion of a recognized electrician apprenticeship program; at least two years of journey-level experience in the electrical trade.~~

Knowledge of:

- ~~The standard practices, materials and tools of the electrical trade~~
- ~~The work hazards and safety precautions~~

Skills in:

- ~~The installation, maintenance and repair of electrical systems and equipment~~
- ~~Reading and interpreting electrical schematic plans and wiring diagrams~~
- ~~Exercising judgment in the selection of the proper tools, methods and equipment~~

Ability to:

- ~~Establish and maintain effective working relationships with others~~
- ~~Learn and interpret rules, regulations, procedures and policies~~

Licenses and Certificates:

- ~~A valid California driver's license~~

M&O, Salary Range: 533
MT. DIABLO UNIFIED SCHOOL DISTRICT

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Electronics Technician
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of Electronics services with specific responsibilities for installing, repairing, and upgrading Electronics systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Install, configure, and test various electronic systems, including public address systems, audiovisual equipment, clocks, marquees, fire alarms, intercom systems, and security systems. **E**
- Set up and operate audiovisual equipment for school events, assemblies, and classrooms to ensure proper functionality. **E**
- Basic IT Knowledge: Experience with configuring networked systems, troubleshooting software, and supporting devices that require IT integration (e.g., IP-based intercom systems, or audiovisual systems requiring software updates). **E**
- Diagnose and repair malfunctioning equipment such as audiovisual devices, fire alarms, Intrusion systems, and related components. **E**
- Repair and replace faulty components (e.g., speakers, microphones, wiring, circuit boards) to restore systems to optimal performance. **E**
- Conduct tests on equipment and adjust settings as needed to ensure operational efficiency. **E**
- Perform regular preventive maintenance and troubleshoot electronic systems, including public address systems, fire alarms, intercoms, and security alarms. **E**
- Recommend and implement improvements to existing systems to enhance functionality, efficiency, or safety.
- Update and calibrate software and firmware for alarm systems, security systems, and other equipment to

meet district standards. E

- Work closely with electricians, fire technicians, security, and IT to ensure proper operation and safety of electronic systems in district facilities. E
- Assist in planning and installing new electronic systems as part of district upgrades or new school construction projects.
- Maintain detailed records of all maintenance, repairs, inspections, and service activities performed on district electronic systems.
- Prepare reports on equipment status, service history, and recommendations for replacements or upgrades.
- Manage inventory of tools, parts, and materials required for system installation and repairs.
- Provide on-call support for emergency repairs to critical systems such as fire alarms and security equipment, ensuring the continued operation of these systems.
- Respond to urgent service requests, including after-hours support, to address system failures that may affect school operations or safety.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of electronic systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Strong understanding of low-voltage electronics, troubleshooting techniques, and system diagnostics.

Knowledge of networked systems, including LAN wiring, fiber optics, and structured cabling.
Ability to diagnose and repair audio, video, and telecommunications systems.
Familiarity with fire alarms, security systems, and emergency communication systems.
Proficiency in using oscilloscopes, multimeters, soldering tools, and other diagnostic equipment.
Ability to work independently and as part of a team.
Strong organizational and communication skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Any combination equivalent to: graduation from high school supplemented by course work in electronics and training in electronic equipment repair and three years experience in the repair and maintenance of electronic equipment in commercial electronic system construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: ELECTRONICS TECHNICIAN

DEFINITION: ~~Under general supervision, performs skilled work in the repair and servicing of a variety of electronic, communications and lighting equipment in district schools; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Assembles, installs, repairs and services equipment such as radios, television receivers and antennas, public address systems, tape recorders, motion picture projectors and a variety of audiovisual training equipment~~
- ~~Repairs and adjusts master clock and fire alarm systems~~
- ~~Repairs parts and recorders as needed~~
- ~~Designs parts and reorders as needed~~
- ~~Sets up and operates loud speaker and lighting systems at special events~~
- ~~Assists in general electrical maintenance work and installation of wiring systems~~
- ~~Tests electronic equipment~~
- ~~May train helpers and assistants~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to completion of formal training in general electronics work; three years of experience in electronic maintenance.~~

Knowledge of:

- ~~The tools, equipment and methods of repairing electronic communications equipment~~
- ~~The construction, assembly, repair and operation of radio and television receivers~~

Skills in:

- ~~Maintaining and establishing effective working relationships with others~~
- ~~Keeping records and preparing reports~~

Ability to:

- ~~Diagnose defects in audiovisual equipment operation and to repair the equipment~~
- ~~Read blueprints and wiring diagrams~~
- ~~To instruct and supervise helpers~~

Licenses and Certificates:

- A valid California driver's license

M&O, Salary Range: 533
MT. DIABLO UNIFIED SCHOOL DISTRICT

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Glazier-Carpenter
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of glazing and carpentry services with specific responsibilities for installing, repairing, and maintaining glass and glazing systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Diagnoses causes of problems and failures in glazing systems for the purpose of identifying repair and replacement needs. **E**
- Performs skilled glazing maintenance work in the repair, installation and alteration of a wide variety of glazing system including cutting, fitting, installing, and replacing glass and mirrors in windows, doors, partitions, and other school district structures. **E**
- Ensures proper sealing, caulking, and weatherproofing of all installed glass,
- Installs metal and wooden window frames, doors, and related hardware. **E**
- Works with tempered, laminated, safety, and other specialty glass materials
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to Maintenance Manager. **E**
- Analyzes blue prints, schematics, and drawings of glazing systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.

- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Various types of glass and glazing materials.

Safety standards and building codes related to glass installation.

Proper use of tools and equipment for glazing work.

Techniques for measuring, cutting, and installing glass.

Ability to read and interpret blueprints and technical drawings.

Strong hand-eye coordination and manual dexterity.

Ability to work independently and as part of a team.

Effective problem-solving skills and attention to detail.

Physical ability to lift and carry heavy glass, work at heights, and use power tools safely.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to the completion of formal glazing training or recognized apprentice program; four years of glazing experience, of which two years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: GLAZIER/CARPENTERS

DEFINITION: ~~Under general supervision, performs skilled work in the installation of glass in all school district windows and doors; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Orders and stocks glass needed for repair of windows in school buildings~~
- ~~Measures, cuts and replaces broken windows, sneeze guards, skylights and trophy cases~~
- ~~Re-glazes and installs disk tops, exit lights, light fixtures and mirrors~~
- ~~Observes safety precautions in removing broken glass~~
- ~~Keeps time and material records~~
- ~~Makes minor repairs to windows and catches~~
- ~~Makes up work reports, schedules and work orders when necessary~~
- ~~May maintain and inspect all district fire equipment~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent completion of formal glazing training; four years of glazing experience.~~

Knowledge of:

- ~~Use of the materials, tools and methods used in skilled glazing work~~

Skills in:

- ~~The use of materials, tools and methods used in glazing~~

Ability to:

- ~~Maintain time and material records~~
- ~~Establish and maintain effective working relationships with others~~

Licenses and Certificates:

- A valid California driver's license

M&O, Salary Range: 533
MT. DIABLO UNIFIED SCHOOL DISTRICT

8/81

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Heating & Air Conditioning Mechanic
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of Heating, Air Conditioning, and Refrigeration services with specific responsibilities for installing, repairing, and upgrading HVAC-R systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Diagnoses causes of problems and failures in Heating, Ventilation, Air Conditioning and Refrigeration systems for the purpose of identifying repair and replacement needs. **E**
- Service & Repair/Replace various types and sizes of HVAC units, maintains and repairs heating, air conditioning and ventilation systems, and equipment, including but not limited to compressors, evaporators, dryers, thermal expansion, valves, fans, heat pumps, electric heating system and strainers. **E**
- Inspects and tests heating systems, repairs pneumatic, electric or electronic control systems. **E**
- Overhauls pumps, motors, fans and related air handling and distribution equipment. **E**
- Repairs thermostats, temperature control valves, damper operating devices, boiler controls, and safety devices. **E**
- Repairs and installs HVAC metal louvers, housing, fan and their related parts. **E**
- Operates, tests and repairs gas/freon piping systems and appliances. **E**
- Braises, test boiler water, covers pipe and boil with insulation.
- Performs combustion analysis; adjusts burners and controls accordingly.
- Properly and safely inject, remove/dispose of freon and other fluids.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.

- Analyzes blue prints, schematics, and drawings of Heating, Ventilation & Air Conditioning systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

In-depth knowledge of HVAC systems, controls, and refrigeration cycles.

Understanding of energy efficiency principles and California Title 24 compliance.

Ability to diagnose and repair electrical and mechanical HVAC issues.

Proficiency in using HVAC diagnostic tools, including pressure gauges, multimeters, and airflow meters.

Familiarity with building automation systems (BAS) and energy management controls.

Strong problem-solving skills and ability to work independently.

Effective communication and teamwork skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized HVAC Trades apprenticeship program or five years of experience in commercial HVAC construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Possession and maintaining of EPA Refrigerant Transition and Recovery Certification, Type 2 minimum is a continuous requirement.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: HEATING AND AIR CONDITIONING MECHANIC

DEFINITION: Under general supervision, performs work in the maintenance, installation and repair of building heating and air conditioning systems and equipment in District buildings, and perform related work as required.

EXAMPLE OF DUTIES:

- Inspects and tests heating and air conditioning systems
- Does electrical work including trouble shooting and heating control maintenance and repair
- Overhauls pumps, motors, fans and related air handling and distribution equipment
- Repair thermostats, temperature control valves, damper operating devices, boiler controls and safety devices
- Installs new heating and cooling equipment
- Operates test equipment for measuring pressures, velocities, voltages, etc
- Lays out work and interprets blueprints
- Replaces worn parts on a variety of mechanical equipment
- Maintains work records
- Maintains kitchen appliances
- Maintains gas fired equipment

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to four years of progressively responsible experience in heating and air conditioning maintenance.

Knowledge of:

- The operation, maintenance and repair of building, heating, ventilation and air conditioning systems and controls
- Tools and equipment used in building mechanical system repair work

Skills in:

- Reading schematic control diagrams, wiring diagrams and in trouble shooting systems
- Following plans and blueprints in repair activities
- Operating hand tools

Ability to:

- Establish and maintain effective working relationships with others

Licenses and Certificates:

- A valid California driver's license
- Must be properly trained and certified through a certification program approved under 40 CFR, Part 82

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Locksmith-Carpenter
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of Locksmith services with specific responsibilities for performing locksmith services for District structures, facilities, and outlying structures; installing, programming, repairing and upgrading manual and electronic locking systems; identifying repair and replacement needs; creating and maintaining master key systems; ensuring completion of projects in accordance with trade standards. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Diagnoses causes of problems and failures in locking systems for the purpose of identifying repair and replacement needs. **E**
- Install, repair, and maintain various types of locks, door closers, panic bars, and other security hardware. **E**
- Rekey locks, cut keys, and maintain the district's master key system. **E**
- Diagnose and resolve lock and security system malfunctions. **E**
- Maintain records of key assignments, lock changes, and security hardware maintenance. **E**
- Work with administrators and security personnel to enhance building security and access control.
- Respond to emergency lockouts, security breaches, and after-hours service calls as needed.
- Inspect and ensure compliance with school safety regulations and ADA requirements.
- Operate specialized locksmith tools and equipment to complete repairs and installations. **E**

- Recommend and install upgrades for improved security measures.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Knowledge of keying systems, lock mechanisms, and security best practices.

Proficiency in using locksmith tools, key-cutting machines, and security software.

Strong troubleshooting and problem-solving skills.

Ability to read and interpret blueprints, schematics, and technical manuals.

Ability to work independently or as part of a team.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized apprenticeship program or formal locksmithing training. Five years of experience in commercial locksmithing construction, installation, alteration, or repair work, of which two years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Locksmith Certification (Preferred by may not be required)

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: LOCKSMITH/CARPENTER

DEFINITION: ~~Under general supervision, performs skilled work in the repair, adjustment and changing keyed and combination locks and hardware in all district schools; and performs related work as required.~~

EXAMPLES OF DUTIES:

- ~~Checks and repairs door locks and door closures~~
- ~~Dismantles and rebuilds various types of locks and changes lock combinations~~
- ~~Requisitions or buys new parts, extra locks and material for making repairs~~
- ~~Installs door holders, stops, closers and various types of panic devices~~
- ~~Does master keying~~
- ~~Checks lockers for broken locks, loose bolts, broken catches and metal damages and makes necessary repairs~~
- ~~Repairs all door hardware, hydraulic cylinders, window openers and steel lockers~~
- ~~Does miscellaneous maintenance and repair work on doors and frames~~
- ~~Assists in a variety of skilled crafts duties~~
- ~~May train new employees and helpers~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to completion of formal locksmith training; four years of progressively responsible experience in locksmith work.~~

Knowledge of:

- ~~The methods, practices and tools used in the repair and maintenance of locks~~
- ~~Key making and master keying practices~~

Skill in:

- ~~The use of locksmith tools and equipment~~

Ability to:

- ~~Keep records~~
- ~~Establish and maintain effective working relationships with others~~

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Painter
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs skilled painting, refinishing, and related maintenance work on school buildings, classrooms, offices, equipment, and other district facilities. The role includes surface preparation, application of paint and coatings, and ensuring compliance with safety and environmental regulations, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Paints and stains District buildings, facilities and equipment to maintain proper appearances and protection from rust and decay on a variety of surfaces for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition in compliance with building, health and safety standards. **E**
- Prepares a variety of surfaces for the purpose of ensuring that they are sufficient for painting and refinishing, which includes scraping, sanding, filling and otherwise preparing surfaces of interior and exterior walls, woodwork, and metalwork of buildings and equipment, such as cabinets, shelving, furniture, rooms, halls, auditoriums, roofs, fences, lockers, playground apparatus, athletic courts, parking lots, poles and backstops, to industry standards including primer, undercoats and finish coats. **E**
- Cover or remove graffiti or other types of vandalism, from district buildings, facilities and equipment in a timely manner for the purpose of maintaining attractive facilities and minimizing further vandalism. **E**
- Applies paint, chemicals and other finishes to a variety of interior and exterior surfaces with a roller, brush or spray equipment. **E**
- Mixes and matches color paints and other finishes to match, blend, harmonize, and contrast in specified colors and consistencies. **E**
- Uses hydro/pressure washers, brushes, rollers, playground striping equipment and airless sprayers to clean and apply paints, enamels, varnishes, lacquers, or other protective or decorative materials on a wide variety

of surfaces, such as wood, metal, glass, plaster, brick, stucco, cement, wallboard, and parking/playground surfaces. **E**

- Erect, move and work from ladders, scaffolding, boom lifts and platforms in accordance with safety standards. **E**
- Clean and maintain brushes, tools and other equipment.
- May design and install signage, stencil work.
- Perform minor carpentry patch, caulking, or sealing work as necessary as it relates to painting work.
- Maintain records of work performed, materials used, and costs incurred.
- Follow safety protocols and district policies while performing work.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Knowledge of painting techniques, tools, materials, and safety precautions.

Ability to operate painting equipment and perform basic repairs.

Strong attention to detail and ability to work independently or as part of a team.

Ability to lift and carry heavy materials (typically up to 50 lbs).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized Painter Trades apprenticeship program or five years of experience in commercial Painting construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Journeyman Painter Certification (preferred but not always required).

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: PAINTER

DEFINITION: ~~Under general supervision, performs work of moderate difficulty in skilled painting; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Applies paint and other finishes to a variety of interior and exterior surfaces with a roller, brush or spray equipment~~
- ~~Prepares surfaces for painting by sanding, sand blasting or plastering~~
- ~~Patches plaster and removes and replaces damaged plaster preparatory to painting~~
- ~~Sets up rigging, scaffolding and ladders~~
- ~~Mixes and matches paints and stains~~
- ~~Uses hand or power operated sanders~~
- ~~May repair or refinish furniture~~
- ~~Cleans painting~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to completion of a recognized painting apprenticeship program; at least two years of journey-level experience in the painting trade.~~

Knowledge of:

- ~~The standard practices and techniques of the trade and of paints, varnishes, stains, shellacs, lacquers, enamels, solvents and other materials used in painting~~
- ~~Methods of preparing surfaces for painting other methods of finishing~~

Ability to:

- ~~Establish and maintain effective working relationships with others~~
- ~~Perform the job duties with or without an accommodation~~

Skills in:

- ~~The application of paints and other finishes by brush or air guns~~
- ~~Mixing paints and in matching, blending, harmonizing and contrasting colors, tints and shades~~

Licenses and Certificates:

- A valid California driver's license

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Plumber
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 533
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs skilled work in the installation, maintenance, inspection, and repair of plumbing systems, fixtures, and equipment in schools, administrative buildings, and other district facilities. The plumber ensures compliance with state and local plumbing codes and maintains a safe and functional environment for students and staff. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Install, repair, and maintain pipes, fittings, fixtures, and drainage systems in accordance with California plumbing codes. **E**
- Troubleshoot plumbing issues, including leaks, clogged drains, water pressure problems, and faulty fixtures. **E**
- Maintain and repair water heaters, boilers, drinking fountains, restrooms, and kitchen plumbing. **E**
- Inspect plumbing systems for safety and compliance with regulations. **E**
- Read and interpret blueprints, diagrams, and work orders.
- Operate tools and equipment such as pipe cutters, threaders, welding tools, and augers.
- Work with contractors and inspectors to ensure proper plumbing installations in school construction and renovation projects, when assigned.
- Respond to emergency plumbing issues and perform preventative maintenance.
- Maintain records of work performed, materials used, and costs incurred.
- Follow safety protocols and district policies while performing work.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to

perform job functions.

- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Strong understanding of California Plumbing Code, safety regulations, and health standards.

Ability to diagnose plumbing issues and make effective repairs.

Proficiency with plumbing tools and equipment.

Basic knowledge of electrical and HVAC systems as they relate to plumbing.

Ability to read and interpret blueprints, schematics, and technical manuals.

Good communication and teamwork skills.

Ability to work independently and manage multiple tasks efficiently.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized plumbing apprenticeship program or five years of experience in commercial plumbing construction, installation, alteration, or repair work, of which two years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Journeyman Plumber Certification (preferred).

Backflow Prevention Certification (preferred).

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: PLUMBER

DEFINITION: ~~Under general supervision, performs work of considerable difficulty in the installation and maintenance of sanitary and storm sewer, gas, water, air and related pipe systems in district facilities; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Installs, repair and maintains a wide variety of plumbing fixtures and equipment such as valves, control devices, garbage disposals, pumps, toilets, faucets, water and sewer lines~~
- ~~Replaces and repairs steam lines~~
- ~~Installs plumbing for school restrooms~~
- ~~Clears stoppages and repairs breaks or leaks~~
- ~~Cuts and threads pipe~~
- ~~Makes inspections for needed repairs~~
- ~~Repairs water heaters~~
- ~~Operates various power tools~~
- ~~Assists other skilled craft workers and performs related maintenance duties~~
- ~~Operates pipe cutters, reamers, threading machines, sewer taps and cables and related plumbing tools and equipment~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to completion of a recognized plumbing apprenticeship program; two year of journey-level experience in the plumbing trade.~~

Knowledge of:

- ~~The practices, tools and materials of the plumbing trade~~
- ~~The safety precautions in the trade~~

Skills in:

- ~~The selection and use of methods and tools in the installation and repair of pipe systems and related equipment~~
- ~~Reading, interpreting and applying applicable local building codes~~
- ~~Reading and interpreting blueprints and in preparing rough sketches of work and in making estimates of material and labor costs~~

Ability to:

- ~~Read, interpret and apply applicable building codes~~
- ~~To perform the duties for the position with or without accommodation~~
- ~~Establish and maintain effective working relationships with others~~

Licenses and Certificates:

- A valid California driver's license

M&O, Salary Range: 533

MT. DIABLO UNIFIED SCHOOL DISTRICT

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Maintenance Senior Leadworker
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 589
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of work considerable difficulty in supervising, planning, estimating, scheduling and participating in the work of skilled building or mechanical trades workers (carpentry, electrical, electronics, fire systems, glazing, HVAC, locksmithing, painting, plumber, roofing, welding) engaging in the repair, alteration, construction, and maintenance of buildings and equipment, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician will perform work of designated skilled trades area. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assists the Maintenance Manager in reviewing the maintenance needs and conditions of the District's school sites and other properties. **E**
- Trains, provides direction and participates in the work of personnel engaged in the building and/or mechanical maintenance work at District's school sites and other properties. **E**
- Lead and perform a wide variety of skilled and specialized work in an assigned building or mechanical trade area involving the maintenance, alteration, construction, installation and repair of District buildings, equipment and related structures. **E**
- Monitors and coordinates response to maintenance needs and requests, communicates with staff and administrators regarding needs, issues and maintenance projects in order to establish and maintain related timelines. **E**
- Coordinates with Maintenance Manager to prioritize maintenance needs, per inspections, work requests, department priorities, etc. **E**
- Performs skilled trade work in the maintenance, repair, construction and alteration of District buildings, facilities and equipment for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition in compliance with building, health and safety standards associated with all job duties of skilled trade. **E**
- Estimates labor, materials and equipment needed for maintenance projects and activities; compile and

prepare cost estimates; monitor inventory level of tools, equipment and supplies; research and order necessary tools, materials, equipment and supplies. E

- Completes inspections of facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of District systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purposed of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedures.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other related job duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Standard methods, codes, materials, practices, tools, and equipment associated with his/her own trade; basic tools and procedures of various trades, their interrelationships, practices, and regulations pertaining to maintenance and grounds work in a school district; good safety practices and regulations. Ability to use technology and software application relevant to maintenance operations, communication and recordkeeping. Be responsible for the work and workers on a given shift; assign, oversee, plan, and review work; ask appropriate questions; use good judgment to evaluate information, situations, guidelines and precedents, and potential courses of action; make sound operational decisions, especially in an emergency and/or under pressure; communicate clearly with others; work cooperatively with coworkers, site and District staff, students, and others; display a service orientation and concern for the needs of others; diagnose, plan, and perform work in his/her own trades area.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized skilled trade apprenticeship program or five years of experience in commercial skilled trades construction, installation, alteration, or repair work, of which 2 years of progressively responsible skilled journey-level District maintenance work experience (preferably with some lead or supervisory experience) or at least four years of equivalent level outside maintenance experience including some lead or supervisory responsibility. must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: General Maintenance Worker
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 502
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of routine maintenance, repair, and labor tasks to support the upkeep of school district buildings, grounds, and equipment. This position assists skilled trades personnel, such as electricians, plumbers, carpenters, and HVAC technicians, in completing repairs and installations while also performing general maintenance duties, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs semi-skilled, routine general maintenance work in the repair, installation and alteration of a school district structures. **E**
- Uses appropriate tools and equipment to perform a variety of duties, including but not limited to clearing plumbing stoppages, hardscape demo, digging, trenching, installation of parts, loading materials to assist skilled trades workers in repairs, installations and troubleshooting. **E**
- Performs independent work to perform a variety of duties including installation of flooring materials, ceiling materials, wall materials, etc. for the purposes of completing repair work. **E**
- Assists in the installation, repair and maintenance of fixtures, equipment, and furniture, including window coverings, hardware, and other devices. **E**
- Perform preparatory and finishing tasks under the supervision of skilled trade worker. **E**
Repair and maintain outdoor facilities such as playground equipment, fences, and hardscape surfaces including concrete and asphalt. **E**

- May assist in preventative maintenance work, including air filter replacement and other mechanical equipment parts, as assigned.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- Ability to read and interpret blueprints, schematics, and maintenance manuals.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Basic principles of building and facility maintenance.

Proper use of hand and power tools.

Basic knowledge of multiple trades, including electrical, plumbing, carpentry, and HVAC.

Safety procedures related to maintenance work.

Ability to follow written and verbal instructions.

Effective problem-solving skills and attention to detail.

Physical ability to perform manual labor, lift heavy objects, and work in various weather conditions.

Ability to work independently and as part of a team.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to 2 years of general construction and maintenance/laborer work experience. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: GENERAL MAINTENANCE WORKER

DEFINITION: ~~Under general supervision, performs semi-skilled work or assists a skilled worker in maintenance and construction or repair of buildings, grounds, equipment and fixtures; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Performs semi-skilled or more routine work required by the maintenance shops in the district~~
- ~~Uses applicable power tools and equipment in performing a variety of duties such as clearing stoppages in pipes, breaking cement, digging trenches, installing parts and loading materials~~
- ~~Lays and replaces vinyl, asphalt and ceramic tile, safety treads and rubber baseboards~~
- ~~Mixes and matches paints~~
- ~~Performs routine paint jobs~~
- ~~Works on "pick-up" crew~~
- ~~Does rough carpentry work in the construction of concrete forms, sandboxes and fencing~~
- ~~Repairs holes and cracks in wall surfaces~~
- ~~Repairs and replaces curtain pulls, Venetian blinds, hinges and other mechanical devices~~
- ~~May assist in the repair and cleaning of selected office machines equipment~~
- ~~Repairs parking lot and recreation surfaces~~
- ~~Mixes and pours cement~~
- ~~Repairs furniture~~
- ~~Does preventive maintenance, oiling and cleaning of air conditioning and heating equipment~~
- ~~Checks equipment for proper operation and does minor maintenance such as replacing switches, valves and thermocouples~~
- ~~Drives truck and loads and unloads construction materials, debris and furniture~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to two years of experience in general construction and maintenance work.~~

Knowledge of:

- ~~Building construction, maintenance and repair work~~
- ~~Mechanical work~~

Skills in:

- ~~Use of power and hand tools related to the building trades~~

Ability to:

- ~~Establish and maintain effective working relationships with others~~
- ~~Learn and interpret rules, regulations, procedures and policies~~

Licenses and Certificates:

- A valid California driver's license

M&O, Salary Range: 502
MT. DIABLO UNIFIED SCHOOL DISTRICT

General Maintenance Worker
Page 2 of 2

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Senior General Maintenance Worker
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 518
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of routine maintenance, repair, and labor tasks to support the upkeep of school district buildings, grounds, and equipment. This position assists skilled trades personnel, such as electricians, plumbers, carpenters, and HVAC technicians, in completing repairs and installations while also performing general maintenance duties, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs semi-skilled, routine general maintenance work in the repair, installation and alteration of a school district structures. **E**
- Uses appropriate tools and equipment to perform a variety of duties, including but not limited to clearing plumbing stoppages, hardscape demo, digging, trenching, installation of parts, loading materials to assist skilled trades workers in repairs, installations and troubleshooting. **E**
- Performs independent work to perform a variety of duties including installation of flooring materials, ceiling materials, wall materials, etc. for the purposes of completing repair work. **E**
- Assists in the installation, repair and maintenance of fixtures, equipment, and furniture, including window coverings, hardware, and other devices. **E**
- Perform preparatory and finishing tasks under the supervision of skilled trade worker. **E**
Repair and maintain outdoor facilities such as playground equipment, fences, and hardscape surfaces including concrete and asphalt. **E**

- Operates and transports various types of medium and heavy motorized equipment, including but not limited to backhoes, booms, loaders, tractors, graders, lifts and related equipment. E
- May assist in preventative maintenance work, including air filter replacement and other mechanical equipment parts, as assigned.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- Ability to read and interpret blueprints, schematics, and maintenance manuals.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Basic principles of building and facility maintenance.

Proper use of hand and power tools.

Basic knowledge of multiple trades, including electrical, plumbing, carpentry, and HVAC.

Safety procedures related to maintenance work.

Ability to follow written and verbal instructions.

Effective problem-solving skills and attention to detail.

Physical ability to perform manual labor, lift heavy objects, and work in various weather conditions.

Ability to work independently and as part of a team.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to 2 years of general construction and maintenance/laborer work experience. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Must secure a California Class A Operators License within six (6) months of placement in position. Attend trainings for aerial lift, scissor lift, forklift, other medium and heavy equipment, safety trainings.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: SENIOR GENERAL MAINTENANCE WORKER

DEFINITION: ~~Under general supervision, performs semi-skilled work or assists a skilled worker in maintenance and construction or repair of buildings, grounds, equipment and fixtures; and perform related work as required.~~

EXAMPLE OF DUTIES:

- ~~Performs semi-skilled or more routine work required by the maintenance shops in the District~~
- ~~Uses applicable power tools and equipment in performing a variety of duties such as clearing stoppages in pipes, breaking cement, digging trenches~~
- ~~Installing parts and loading materials~~
- ~~Lays and replaces vinyl, asphalt and ceramic tile, safety treads and rubber baseboards~~
- ~~Mixes and matches paints~~
- ~~Performs routine paint jobs~~
- ~~Works on "pick-up" crew~~
- ~~Does rough carpentry work in the construction of concrete forms, sandboxes and fencing~~
- ~~Repairs holes and cracks in wall surfaces~~
- ~~Repairs and replaces curtain pulls, Venetian blinds, hinges and other mechanical devices~~
- ~~May assist in the repair and cleaning of selected office machine equipment~~
- ~~Repairs parking lot and recreation surfaces~~
- ~~Mixes and pours cement~~
- ~~Repairs furniture~~
- ~~Does preventive maintenance, oiling and cleaning of air conditioning and heating equipment~~
- ~~Checks equipment for proper operation and does minor maintenance such as replacing switches, valves and thermocouples~~
- ~~Drives truck and loads and unloads construction materials, debris and furniture~~
- ~~Operates and transports various types of medium and heavy motorized equipment such as trucks, truck and trailer combinations, backhoes, boom cranes, loaders, tractors, graders, lifts and related equipment~~
- ~~Lubricates and makes minor repairs and adjustments to such equipment~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~a combination of training and experience equivalent to two years of experience in general construction and maintenance work.~~

Knowledge of:

- ~~Building construction, maintenance and repair work and mechanical aptitude~~
- ~~Operation of motorized construction equipment~~

Skills in:

- ~~Use of power and hand tools related to the building trades~~

Ability to:

- ~~Establish and maintain effective working relationships with school officials, associate and others~~
- ~~Operate motorized construction equipment~~
- ~~Qualify for a California Class A operators license within six months of placement in position and to sustain said license as a condition of employment~~

Licenses and Certificates:

- A valid California Driver's License. Must secure a California Class A Operators License within six months of placement in position.

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Fire Systems Technician
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: Teamster Range 581
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs work of considerable difficulty on a variety of Fire Systems services with specific responsibilities for installing, repairing, and upgrading Fire Alarm systems, in accordance with trade standards, to ensure compliance with fire safety regulations and codes while keeping systems operational for the safety of students, staff, and property. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- **Installation & Maintenance:** Identifies, evaluates and troubleshoots all fire alarm system problems; uses electronic inspection and diagnostic equipment to determine causes of system difficulties; makes necessary repairs to manual and automatic fire alarm systems. May coordinate assistance from vendors, as needed. **E**
- **Testing & Inspections:** Conduct regular inspections, testing, and preventive maintenance in accordance with the California Fire Code (CFC), National Fire Protection Association (NFPA) standards, and local fire regulations. **E**
- **Compliance & Documentation:** Ensure systems comply with state and federal regulations, maintain records of inspections, and prepare reports on fire system conditions. **E**
- **Emergency Response:** Respond to fire alarm system malfunctions, conduct diagnostics, and perform necessary repairs to restore full functionality. **E**
- **Collaboration:** Work closely with school district maintenance teams, fire marshals, and safety officials to coordinate fire safety efforts. **E**
- **Training & Support:** Provide guidance to school staff on fire system operations and emergency procedures. **E**
- **Monitors, inspects and provides maintenance for Fire Systems to adheres to all safety and code requirements of the federal, state, local and Board of Education guidelines.** **E**

- Prepares and maintains records and documentation of all repairs and alarm certifications, including inspection reports, and detailed maintenance logs and forms.
- Establishes and maintains records of annual inspection requirements, preventative maintenance programs and other records of work performed.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of Fire Alarm systems, Electrical, and Critical Communication Systems/Electronics Systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Understanding of NFPA, CFC, and OSHA safety regulations.

Ability to read blueprints and fire system schematics.

Familiarity with computerized monitoring systems and diagnostic tools.

Strong troubleshooting and repair skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a

recognized Electrical Trades apprenticeship program or five years of experience in commercial Electrical or Fire System construction, installation, alteration, or repair work, of which 2-5 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

California Fire Life Safety Certification or NICET (National Institute for Certification in Engineering Technologies) Certification. Verification Required.

Ability to secure Edwards Systems Technology III Programming Certification within twelve (12) months from date of hire.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE:

FIRE SYSTEMS TECHNICIAN

DEFINITION: ~~Under general supervision, performs work of considerable difficulty in the maintenance, installation, testing, troubleshooting and service of signaling, communications and fire protection systems and equipment and other electrical and electronic systems and equipment. Performs related work as required.~~

EXAMPLES OF DUTIES: ~~Installs and maintains conduits, transformers, signaling systems, fire protection devices and switches; services and repairs fire alarm and communication and signaling systems; locates and repairs trouble to fire alarm circuits and equipments; installs, repairs and maintains fire alarm wiring systems and power distribution lines; installs, tests, repairs and maintains fire alarm circuits, programs Edwards Systems Technology III panels; performs electrical and/or electronic installation and service work as required; may supervise and train others; reads blueprints and develops material take-offs; performs related work as required.~~

DESIRABLE QUALIFICATIONS:

Training and Experience:

~~Completion of a recognized electrician apprenticeship program and at least two (2) years of journey-level experience in the electrical trade, or an equivalent combination of training and experience or completion of formal training in general electronics work and three (3) years of experience in electronic maintenance; or an equivalent combination of training and experience.~~

Knowledge and Skills:

~~Considerable knowledge of the standard practices, materials and tools of the electrical/electronics trade; good knowledge of work hazards and safety precautions.~~

LICENSES AND CERTIFICATES:

~~Possession of a valid California Driver's License.~~

~~National Institute for Certification in Engineering Technologies I II Certification.~~

~~Ability to secure Edwards Systems Technology III Programming Certification within twelve (12) months from date of hire.~~

M&O, Salary Range: 581
MT. DIABLO UNIFIED SCHOOL DISTRICT

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: HVAC Equipment Lubrication Service Technician
REPORTS TO: Maintenance Manager
DEPARTMENT: Maintenance & Operations
CLASSIFICATION: Classified
SALARY: Teamster Range 511
BOARD APPROVED: April 16, 2025 (Pending Board Approval)

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs routine lubrication, filter replacement, and preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems across the school district. This position ensures the efficient operation and longevity of HVAC equipment by following established maintenance schedules and assisting HVAC technicians with minor repairs. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Perform routine lubrication and filter changes on HVAC systems, including air handlers, fans, and compressors. **E**
- Inspect belts, bearings, motors, and other moving parts for wear and proper operation. **E**
- Clean coils, condensers, and air handling units to maintain efficiency. **E**
- Conduct inspections of HVAC equipment and identify potential issues before major failures occur. **E**
- Assist HVAC technicians with minor repairs, such as replacing belts, tightening electrical connections, and checking refrigerant levels. **E**
- Ensure proper airflow by cleaning and replacing air filters according to maintenance schedules. **E**
- Monitor HVAC systems for unusual noises, vibrations, or performance issues.
- Follow all safety protocols when handling lubricants, refrigerants, and HVAC tools.
- Maintain compliance with district policies and state regulations regarding HVAC maintenance and environmental standards.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.
- Analyzes blue prints, schematics, and drawings of Heating, Ventilation & Air Conditioning systems for the purpose of determining the efficient installation of new or upgraded systems.

- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Basic principles of HVAC operation and maintenance.

Types of lubricants, filters, and their appropriate applications.

Safe handling and disposal of HVAC chemicals and materials.

Proper use of hand tools and power equipment for HVAC maintenance.

Ability to follow preventive maintenance schedules and procedures.

Strong attention to detail and ability to recognize early signs of equipment failure.

Physical ability to work in confined spaces, on ladders, and in various weather conditions.

Ability to work independently and collaborate with HVAC technicians and maintenance teams.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. A combination of training and experience equivalent to two years experience in the maintenance of heating, ventilation & air conditioning equipment. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

Possession and maintaining of EPA Refrigerant Transition and Recovery Certification, Type 2 minimum is a continuous requirement.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

CLASS TITLE: **HEATING EQUIPMENT LUBRICATION/SERVICE WORKER**

DEFINITION: ~~Under general supervision, performs work of moderate difficulty in maintaining heating, air conditioning, ventilating and related equipment; and performs related work as required.~~

EXAMPLE OF DUTIES:

- ~~Services machinery~~
- ~~Moves furniture~~
- ~~Performs routine maintenance work on heating and related equipment~~
- ~~Cleans air filters~~
- ~~Oils and greases motors~~
- ~~Changes drive belts~~
- ~~Lubricates drive shafts~~
- ~~Checks air compressors~~
- ~~Makes minor adjustments to ventilator control arms~~
- ~~Recognizes need for major repair or overhaul of equipment and reports the same.~~
- ~~Maintains work records~~

DESIRABLE QUALIFICATIONS:

Training and Experience: ~~A combination of training and experience equivalent to two years experience in the maintenance of heating equipment.~~

Knowledge of:

- ~~Lubricants and preventive maintenance of equipment such as air compressors, water pumps, drive belts and ventilator controls~~
- ~~Equipment used in maintenance work~~
- ~~Electrical safety requirements~~

Skills in:

- ~~Working independently~~
- ~~Working on high structures~~
- ~~Following oral and written instructions and directions~~

Ability to:

- ~~Establish and maintain effective working relationships with others~~

Licenses and Certificates:

- A valid California driver's license.