



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	

FAIR LABOR STANDARDS ACT
CLASSIFICATION:

Maintain routine records related to assigned activities

Prepare classrooms and other facilities for special events or meetings as assigned; set up, assemble chairs, tables and other furniture for special events and activities

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

Basic tools, equipment, materials, methods and techniques used in general maintenance and repair

Operation of tools, equipment and machinery used in the building trades

Basic preventive maintenance principles and practices

Requirements of maintaining buildings and equipment in a safe, clean and orderly condition

Oral and written communication skills

Health and safety regulations

Basic record-keeping techniques

Proper lifting techniques

ABILITY TO:

Perform a variety of general maintenance and repair duties in the maintenance of buildings, facilities and

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Standing for extended periods of time

Seeing to perform maintenance work

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds and occasionally, with assistance up to 100 pounds

Bending at the waist or kneeling

Reaching overhead, above the shoulders and horizontally

Climbing ladders

Heavy physical labor

HAZARDS:

Working around and with machinery having moving parts

Working at heights

Chemical fumes