

Berkeley Unified School District
Personnel Commission Special Meeting Minutes

January 7, 2016 – 4:00 pm

1. Call to Order

The meeting was called to order at 4:03 pm

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice Chairperson Carter, and Commissioner Aoyagi were present and a quorum was established.

3. Public Comment

None

4. Closed Session Item (1 Matter): Government Code § 54957 (b) (1)

- a. The Personnel Commission went into closed session to consider the recommendation received by an appointed hearing officer regarding the appeal hearing of a classified employee. Chairperson Ortiz announced that the Commission voted unanimously to approve the recommendation received from the hearing officer to uphold the Board's decision to terminate the employee.

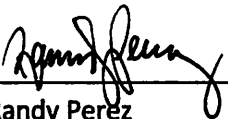
5. Public Comment

None

6. Adjournment


The meeting was adjourned at 4:15 pm

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission



Date

Approved,

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Meeting Minutes

January 7, 2016 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Roll Call & Establishment of Quorum

Chairperson Ortiz, Vice Chairperson Carter, and Commissioner Aoyagi were present and a quorum was established.

3. Public Comments

None

4. Approval & Adoption of Agenda

Approved, 3-0

5. Approval of Meeting Minutes

Approve the Personnel Commission Meeting Minutes for the following:

- a) November 20, 2015
- b) December 3, 2015
- c) December 17, 2015

Approved, 3-0

Commissioner Aoyagi commented that the meeting minutes were very useful.

6. Consent Items

Ratification of Eligibility Lists

- a) Grounds Gardener
- b) Senior Personnel Assistant
- c) Compliance Officer and Title IX Coordinator
- d) School Bus Driver

Secretary Perez commented that there was a typo in the Grounds Gardener Eligibility List regarding the spelling of a candidate's name.

Approved as amended, 3-0

7. Conference Items

- a) Commissioner Carter wanted to know if the Noon Supervisor classification would be under the Commission's purview if the classification become part of classified service. Secretary Perez responded that it would be if it were under the classified service. Secretary Perez read Education Code 45103 and he noted that the code applies to districts not incorporating the merit system. Vice Chairperson Carter commented that he would like to do further research on the matter and discuss in the next meeting.

8. Reports

a) Union

No report was made by the union.

b) Commissioners Reports

No report was made by the Commission.

c) Personnel Director

1. New Hires and Examinations administered in the month of December

9. Public Comments

None

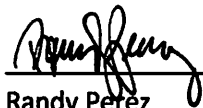
10. Next Meeting

The next special meeting will be held on January 22, 2016 at 2:00 pm. The next regular meeting will be held on February 3, 2016 at 4:30 pm.

11. Adjournment

The meeting was adjourned at 4:53 pm.

Respectfully Submitted,



Randy Perez

Secretary to the Personnel Commission

2/1/2016

Date

Approved,

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Special Meeting Minutes

January 22, 2016 – 2:00 pm

1. Call to Order

The meeting was called to order at 2:15 pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi and Vice-Chairperson Ortiz were present and a quorum was established. Commissioner Carter was absent for this meeting.

3. Public Comment

None

4. Approval & Adoption of Agenda

Approved, 2-0

5. Discussion Item

- a. The Personnel Commission went into a working session to revise the Personnel Commission Merit Rules and Regulations. The fourth chapters of the Merit Rules were reviewed by the Commissioners.

6. Public Comment

None

7. Adjournment

The meeting was adjourned at 4:06 pm.

Respectfully Submitted,



Randy Perez
Secretary to the Personnel Commission

2/1/2016

Date

Approved,

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Site Coordinator, Family Engagement
(Promotional and Open)**

Written Examination:

December 9, 2015

Oral Examination:

January 5, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional

1 Stacey Shoals

Open

- 1 Lily Howell - hired
- 2 Martha Angelica Mora
- 3 Karime Blanco
- 4 Maria Sabeh*
- 5 Maia Merin
- 6 Katie Stulmacher
- 7 Kimberly Evans
- 7 Joel Moody
- 8 Trichelle Smith

** Eligibility to expire November 5, 2016*



Randy Perez

Secretary, Personnel Commission

1/6/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Custodian I
(Open)**

Written Examination:

December 30, 2015

Oral Examination:

January 12, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

- 1 Jarrett Thomas
- 2 Kimberly Robles
- 2 Hien Tan

** Eligibility to expire May 7, 2016*



Randy Perez
Secretary, Personnel Commission

1/12/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for :

**Instructional Media Technician
(Open)**

Written Examination:

November 2, 2015

Oral Examination:

January 12, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

1 David Mai



Randy Perez

Secretary, Personnel Commission

1/12/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System


Eligibility List for : **Food Service Assistant**
(Open)

Written Examination: **January 7, 2016**
Performance Examination: **January 13, 2016**

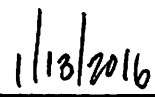
List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Open

1 Amanda	Grossi
1 John	Zentner
2 Ersetta	Jackson



Randy Perez
Secretary, Personnel Commission



Date

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit District

Eligibility List for :

Custodian II
(Promotional and Open)

Written Examination:

November 19, 2015

Oral Examination:

January 12, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

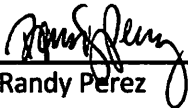
Promotional

- 1 Robert Fleming
- 2 Keisha Wilright
- 2 Janet Helton*
- 3 Jason Lewis

Open

- 1 Kevin Finnie

** Eligibility to expire May 7, 2016*



Randy Perez
Secretary, Personnel Commission

1/12/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date


Berkeley Unified School District
Merit System

Eligibility List for : **Specialist, Data Integrity**
(Promotional)

Written Examination: **November 5, 2015**
Oral Examination: **January 14, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional
1 Elizabeth James



Randy Perez
Secretary, Personnel Commission

1/14/2016
Date

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for :

School Service Assistant
(Open and Promotional)

Written Examination:

December 7, 2015

Oral Examination:

January 15, 2016

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

Promotional

1 Marian Willis*

Open

- 1 Ronda Sharp*
- 2 Michelle Edwards*
- 3 Renita Underwood
- 4 Magdalene Ve'e

*** Eligibility to expire May 7, 2016**



Randy Perez

Secretary, Personnel Commission

1/19/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant, Early Childhood Education
(Open)**

Written Examination: **January 8, 2016**

Oral Examination: **January 28, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**

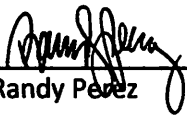
Open

- 1 Lauren Lindo
- 2 Sherrie Rodriguez***
- 3 Esmahin Aldebashi
- 4 Natalie Roden*
- 4 Duana Brown*
- 5 Barbara Aronson***
- 6 Teneva Jackson
- 7 Reyna Aceves**
- 7 Megan Schmidt Root***
- 8 Teylor Owens
- 9 Jasmine Edgar-Pitcher***

* *Eligibility to expire April 02, 2016*

** *Eligibility to expire July 02, 2016*

*** *Eligibility to expire October 01, 2016*



Randy Perez

Secretary, Personnel Commission

2/1/2016

Date

Reynaldo Ortiz

Chairperson, Personnel Commission

Date

Berkeley Unified School District
Merit System

Eligibility List for : **Instructional Specialist, Dance**
(Promotional and Open)

Written Examination: **December 3, 2015**
Performance Examination: **January 20, 2016**

List Established by the Personnel Commission: **February 4, 2016 to expire February 4, 2017**


Promotional

1 Sequoia Dandridge

Open

1 Nicole Mari Casado
2 Shania Hart

*** Eligibility to expire**



Randy Perez
Secretary, Personnel Commission

1/29/2016
Date

Reynaldo Ortiz
Chairperson, Personnel Commission

Date

2016 Personnel Commission Regular Meeting Dates and Location

The following dates are proposed Personnel Commission meeting dates for calendar year 2016. The location for the meetings will be 2020 Bonar Street, Technology Lab, Room 126.

- January 7, 2016
- February 4, 2016
- March 3, 2016
- April 7, 2016
- May 5, 2016
- June 2, 2016
- July 14, 2016
- August 4, 2016
- September 1, 2016
- October 6, 2016
- November 3, 2016
- December 1, 2016

All meetings are tentatively scheduled to begin at 4:30 pm.

Examinations Administered in the Month of January:

Classification-

Custodian I
Custodian II
Site Coordinator, Family Engagement and Equity
Food Service Assistant
Instructional Assistant, ECE
Instructional Media Technician
Parent Liaison
After School Program Supervisor
School Service Assistant
Specialist, Data Integrity
Budget Analyst II, Confidential
Instructional Specialist, Dance
Clerical Specialist
Administrative Assistant

New Hires/New Assignments Processed in the Month of January:

Name-

Employment Type-

Classification-

Location-

Renee Lee	New Hire	IA ECE	Hopkins Pre-K
Devyn Morris	New Hire	Senior Personnel Assistant	Human Resources
Albert Kumar	Promotion	Custodian II	Washington
Marcellus Thomas	Promotion	Custodian II	LeConte

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: February 1, 2016
SUBJECT: Revision of Classification Specification (Job Description) for High School Plant Operations Manager

Background:

On November 17, 2014, as part of the District-wide classification and compensation study, the Personnel Commission approved the classification specification (job description) for the High School Plant Operations Manager.

On January 13, 2016, District staff met with Local 21 Union representatives to discuss the need to make a minor revision to the minimum qualifications for this classification. Because the proposed changes impact the minimum qualifications, the revised job description is required to be approved by the Personnel Commission. The essential duties, which are under the jurisdiction of the Board of Education, would be minimally impacted by this revision. The present job description requires applicants to possess a Pool Operator Certificate as a minimum qualification to be admitted to the examination process. However, most of our applicants, including internal promotional applicants, do not presently possess such certificate.

Staff is proposing, and the Union has agreed, that an employee new to this position should be allowed six months to obtain such certification. Majority of the essential duties of this class do not require immediate possession of a Pool Operator Certificate. Because of the specialized nature of this position, we should consider applicants, who at the time of applying, may not yet possess the certification.

Attached is the job description with the minor proposed revision.

Recommendation:

Approve the revision to job description as indicated in the attachment.


BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department
**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	High School Plant Operations Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Berkeley High School	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	Revision 01/27/16 Revision 02/04/16	SALARY GRADE:	Schedule: 54 Range: 74

BASIC FUNCTION:

Under the direction of the Principal, plan and supervise the custodial, grounds, maintenance, repair and other school related activities at an assigned high school; assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; coordinate and schedule the use of organizational facilities by various groups and community organizations; train, schedule and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:

- Plan and supervise the custodial, grounds, maintenance, repair and other school related activities at an assigned high school; confer with administrators, teachers, other departments and outside agencies regarding custodial and maintenance needs of school buildings, grounds and facilities
- Train, schedule and supervise the performance of assigned personnel; prepare cleaning schedules; inspect completed work for accuracy and compliance with instructions and established standards; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect campus grounds and buildings, take meter readings and check for potential safety hazards and maintenance needs
- Coordinate and schedule the use of organizational facilities by various groups and community organizations; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master calendar of facility use; prepare reports related to facilities use
- Perform a variety of technical activities involved in the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions; conduct daily inspections of pool water and maintain proper chemical balances
- Oversee the school and community stage productions for the High School theatre; establish and maintain necessary audio visual and other equipment for theatre production; facilitate a smooth transition between succeeding productions by supervising technical staff and students and participating in work as required

- Prepare and maintain a variety of records and reports related to personnel, safety and assigned activities; operate a computer and other office equipment as assigned
- Remain on call and coordinate response for emergencies as assigned
- Monitor inventory levels of custodial supplies, materials and equipment; order, receive and maintain inventory of supplies, materials and equipment
- Assist and provide information to outside contractors as needed; inspect and spot check the work of outside contractors
- Attend assigned meetings

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures

Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools

Principles and practices of supervision and training

Proper methods of storing equipment, materials and supplies

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

Applicable laws, codes, regulations, policies and procedures

Appropriate safety precautions and procedures

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Record-keeping and report preparation techniques

Proper lifting techniques

Operation of office equipment including a computer

ABILITY TO:

Plan and supervise the custodial activities at an assigned high school

Coordinate with other supervisors and managers in the maintenance department

Assure campus buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition

Train, schedule and supervise the performance of assigned personnel

Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions

Maintain proper chemistry of swimming pool water

Use cleaning materials and equipment in a safe and efficient manner

Operate a variety of custodial equipment in an emergency

Estimate and order required custodial supplies and equipment

Maintain tools and equipment in clean working order

Move and arrange furniture and equipment in an emergency

Observe and report safety hazards and need for maintenance and repair

Perform minor non-technical repairs

Inspect, install, maintain, repair and replace a variety of pool equipment

Observe health and safety regulations

Plan and organize work

Prioritize and schedule work

Meet schedules and time lines

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Operate a computer and assigned office equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in a large physical plant including one year as a supervisor

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Candidates must obtain valid Pool Operator Certification within the first six months of employment in this position

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Subject to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers

Walking or standing for extended periods of time

Seeing to perform assigned duties

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Climbing ladders and working from heights

HAZARDS:

Exposure to cleaning agents and chemicals

Working on ladders

**Berkeley Unified School District
Personnel Commission**

TO: Personnel Commission
FROM: Randy Perez, Director, Classified Personnel
DATE: February 1, 2016
SUBJECT: Allocation and Classification Specification (Job Description) for Facilities After Hours Operations Supervisor

Background:

The Facilities Department is requesting the allocation of a full time position for Facilities After Hours Operations Supervisor and the approval of the attached classification specification (job description) for this classification.

The Facilities Operations Department provides both custodial and property protection services to our district. Both functions are provided during and after normal school hours.

Custodial Services are provided in two shifts at our school sites, from 6:00 am to 2:00 pm and from 3:00 pm to 10:00 pm, Monday through Friday. Additionally, our property protection staff works primarily after hours providing roving security services to our 23 District properties. Both of these services are very valuable in ensuring that our facilities and classrooms are in good condition, safe and prepared for teaching and learning.

A recent and thorough review of the duties, work schedule, and supervisory demands of the Facilities Operations Manager revealed the need for additional supervisory staff. The proposed position, Facilities After Hours Operations Supervisor, would provide supervision to approximately 26 employees who work after hours and do not presently have regular onsite supervision. The addition of this position will improve the overall quality of work performed by District custodial and operations staff. Additionally, night time emergencies such as fires, burglaries and vandalism that tend to damage valuable student spaces, making them unavailable when school starts the next morning, can be much more effectively addressed.

The position of Facilities After Hours Operations Supervisor would report directly to the Facilities Operations Manager. The primary responsibilities of this position would include:

Planning, organizing, and coordinating after hour custodial and security operations; supervising custodial and security personnel assigned to various shifts and at various sites; and providing guidance and training to custodial and security staff. Additional duties, as well as the minimum qualifications are detailed in the attached proposed job description.

Attached is the proposed job description.

Recommendation:

Approve the Facilities After Hours Operations Supervisor classification specification



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Facilities After Hours Operations Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Operations	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day Swing Shift or duty days/hours as assigned
APPROVED: Board Commission	01/27/16 02/04/16	SALARY GRADE:	Schedule: 54 Range: 69

BASIC FUNCTION:

Under direction, plan, organize, and coordinate after hour custodial and security operations; supervise custodial and security personnel assigned to various shifts and at various sites; provide guidance and training to custodial and security staff; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plan, organize, supervise and evaluate the work of assigned custodial and security staff; develop, implement and monitor work plans to achieve assigned goals and objectives; participate in developing, implementing and evaluating work programs, processes, systems and procedures to achieve Department and District goals, objectives and performance measures consistent with the District's quality and service expectations
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; subject to management concurrence, take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's merit system rules, human resources policies and labor contract provisions
- Oversee complete security operations and assigned security personnel to ensure the safety of students and staff and the security of all District facilities and efficient investigations of occurrences of property damage and suspicious or criminal activity
- Provide day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment

- Plan, coordinate, inspect and evaluate the custodial and security operations of assigned personnel; confer with Operations Manager to develop and document cleanliness and safety standards; conduct regular safety, security and cleanliness inspections to ensure conformance with standards
- Conduct monthly custodial meetings
- Supervise the testing of supplies and materials used in custodial services; recommend the acquisition of new types of supplies, materials and equipment for District-wide use
- Confer with and advise custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel
- Prepare and maintain a variety of records and reports, including time cards, worksheets, accident reports, security reports, and maintenance requests
- Oversee the District's safety program in the work unit; establish, implement and ensure adherence to work safety policies and procedures; ensure health and safety precautions are observed and hazards are eliminated; educate employees on rules, regulations, safe work habits and potential hazards presented by their work environment
- Oversee the prompt response to burglar alarms and radio calls
- Research new operational methods, techniques and equipment and recommend their application
- Respond to emergency situations as necessary

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, techniques, equipment, supplies and materials typically used in custodial and security operations
- Safety practices, safe work methods and safety regulations pertaining to the work
- Emergency site shut-off procedures
- Standard broadcasting procedures of a police radio system
- Methods of planning, organizing, prioritizing and scheduling work
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility
- Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records
- Proper methods of storing equipment, materials and supplies, including hazardous cleaning materials
- Principles and practices of effective supervision
- District merit system rules, human resources policies and procedures and labor contract provisions

ABILITY TO:

- Plan, organize, schedule, coordinate, supervise, review and evaluate the work of assigned personnel
- Organize, set priorities and exercise sound independent judgment within areas of responsibility
- Operate radio, security systems and other equipment necessary for work scope

- Implement efficient methods to prevent incidents
- Estimate quantity and types of supplies and materials needed and their effectiveness
- Demonstrate the proper techniques used in custodial and security operations
- Transport equipment and supplies to evening custodians if needed
- Read, interpret and apply rules, regulations, policies, procedures and other written materials
- Analyze situations and take appropriate action
- Confer with school administrators and custodial and security personnel regarding concerns
- Maintain current knowledge with technological advances in the field
- Communicate clearly and effectively, both orally and in writing
- Coordinate work assignments with other school personnel and other departments
- Prepare clear, concise and comprehensive correspondence, reports and other written materials
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
- Establish and maintain effective working relationships with staff, vendors, and others encountered in the course of work

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of custodial experience, including two years in a lead capacity; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license
- Insurability under the District's vehicle insurance policy
- Complete coursework and receive Bureau of Security and Investigative Services (BSIS) certification within six months of employment in this position

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment including seasonal heat and cold or adverse weather conditions
- Flexible schedule including work to be performed evening, nights and weekends
- Conduct a vehicle to perform District business
- Potential physical hazards involved in intervening in anti-social, illegal and violent behavior
- Escort terminated employees off sites after they recover their personal property
- Subject to fumes, dust and odors

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment
- Seeing to perform duties
- Hearing and speaking to exchange information
- Walking or standing for long periods of time
- Lifting, carrying, pushing or pulling objects typically weighing 50 to 75 pounds
- Physical agility and stamina
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Climbing ladders and working from heights