Berkeley Unified School District

The Board Room, 1231 Addison Street,
Berkeley CA 94702

Personnel Commission

Heidi Goldstein, Chairperson | Soli Alpert, Vice-Chairperson | Isaiah Roter, Commissioner
Erin Arinez, Secretary

Meeting Agenda

March 26th, 2025
4:30 – 7:30 pm

1. Call to Order — **Chairperson Goldstein**

2. Roll Call & Establishment of Quorum — **Secretary Arinez**

3. Public Comments (15-minute limit) — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

4. Approval & Adoption of Agenda — **Chairperson Goldstein**

5. Approval of Meeting Minutes — **Chairperson Goldstein**

Approve the Personnel Commission Meeting Minutes for the following:

a) February 26th, Regular Meeting Minutes, p.2-5

6. Reports

a) Union — **Union Representatives**
b) District Reports — **District Representatives**
c) Commissioners Reports — **Commissioners**
d) Personnel Director — **Secretary Arinez**
New Hires and Examinations administered in the month of February 2025, p.6

7. Consent Items — **Chairperson Goldstein**

It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion.

Ratification of Eligibility Lists

a) Administrative Assistant II, p.7
b) Director, Human Resources, p.8
c) Instructional Assistant II, SPED p.9
d) Instructional Tech, BASP, p.10
e) Interpreter for the Deaf, p.11
f) Library Media Specialist, p.12
g) School Bus Driver, p.13

8. Conference Item — **Chairperson Goldstein**

These items are presented for discussion and action and may be carried over from a previous meeting.

a) Step Advance Request, A. Kumar, ***Attachment A (p.14-25)***

9. Discussion Item — **Chairperson Goldstein**

a) Hiring process for Instructional Assistant -SPED

10. Closed Session — **Chairperson Goldstein**

a) Public Employment – Government Code §54954.5
The Personnel Commission will meet to discuss personnel matters.

11. Report from Closed Session — **Chairperson Goldstein**

12. Public Comments (15-minute limit) — **Public**

This is an opportunity for the public to comment on Personnel Commission business, not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action shall be taken by the Commission.

13. Next Meeting — **Chairperson Goldstein**

Follow-up items for the next Personnel Commission Meeting.

14. Adjournment — **Chairperson Goldstein**

Berkeley Unified School District
Personnel Commission Meeting Minutes

February 26th, 2025 – 4:30 p.m.

1. Call to Order

The meeting was held in a hybrid format, live in the Board Room and via Zoom meeting #811 4287 6822. The meeting was called to order at 4:30 p.m.

2. Roll Call & Establishment of Quorum

Chairperson Goldstein, Vice-Chairperson Alpert and Commissioner Roter were present, and a quorum was established.

3. Public Comments

None.

4. Approval & Adoption of Agenda

Commissioner Roter asked to pull items 7g and 7j; Chairperson Goldstein asked to pull items 7a, 7d, 7e and 7h. Chairperson Goldstein proposed moving items 9 and 10 ahead of item 7; the commissioners unanimously agreed.
Chairperson Goldstein moved to approve and adopt the agenda as amended;
Commissioner Roter seconded the motion,
Approved, 3-0

5. Approval of Meeting Minutes

a) December 18th, 2024 Meeting Minutes
Vice-Chairperson Alpert moved to approve item 5a as presented; Commissioner Roter seconded the motion,
Approved, 3-0
The January 29th, 2025 meeting was cancelled and therefore no meeting minutes were brought forward for approval.

6. Reports

a) Unions
Mildred Scherr, BCCE Vice-President, reported ongoing concerns for the After School Program Specialists in light of the anticipated layoffs. Ms. Scherr advocated for maintaining and filling the After School Program Specialist vacancies and if any cuts must be made, to eliminate the vacancies of the newly created After School Program Site Coordinator position.

b) District Reports
None.

c) Commissioner Reports
Vice-Chairperson Alpert expressed gratitude for the opportunity to be enrolled in the Merit Academy. Commissioner Roter congratulated BCCE and Local 21 on completing

contract negotiations and provided an update on the merit rules revision project. Chairperson Goldstein commented that layoffs this year will be difficult for many school districts in California; announced the merit rules revision working sessions should resume in late Spring and reminded the Commission of her office hours to be held March 13 from 7:30-8:30am at Highwire Café in Berkeley.

d) Personnel Executive Director
Secretary Arinez reported on December-January personnel activity, noting recruitment freezes due to upcoming layoffs. The Board reviewed the Classification Study, prioritizing hard-to-fill and student-facing positions. She updated on reclassification requests for Library Media Specialist and Ms. Gibson, and addressed an appeal inquiry, stating the District settled before hearing. The Commission will update job descriptions per SB1100, removing unnecessary driver's license requirements. Personnel staff collaborated with ACOE SPED-PARA Institute to develop an Instructional Assistant pipeline. She'll attend the annual CSPCA conference in Napa.

Vice-Chairperson Alpert requested a future informational item listing the classifications impacted by SB1100. Commissioner Roter noted the layoff process involves "over noticing," potentially affecting more employees than last year, and asked how questions from impacted staff would be handled. Secretary Arinez explained she and the Assistant Superintendent of Human Resources would conduct virtual town halls with all Unions. Chairperson Goldstein inquired about the Administrative Assistant I recruitment exam, and Secretary Arinez clarified that due to 97 applicants passing the written test, a technical examination replaced oral interviews.

7. Closed Session
The Personnel Commission went into closed session at 5:03 PM

8. Report from Closed Session
The meeting reconvened at 6:17PM. Chairperson Goldstein reported the Commissioners had discussed matters related to the employment of the Executive Director Classified Personnel; no actions were taken.

Due to the extended closed session, Chairperson Goldstein proposed moving agenda item 8a before the consent items to allow Mr. Marc Pitts to address the Commission earlier.
Vice-Chairperson Alpert moved to approve the agenda as amended; Commissioner Roter seconded the motion,
Approved, 3-0

9. Conference Items
a) *Request for Reclassification – M.Pitts*
Secretary Arinez presented her rationale for recommending a Step 4 for Mr. Marc Pitts, Instructional Assistant II, SPED, including his education and experience and the ongoing recruitment challenges associated with this classification. Mr. Pitts provided insights on when SPED contractors could be effectively recruited for BUSD and said

that while 3rd party contractors are paid more, they do not have the interaction with the team which is so important for continuity of care. BCCE Leadership advocated for Mr. Pitts to receive Step 5.
Chairperson Roter made a motion to grant Mr. Pitts' step advance request at Step 4; Commissioner Alpert seconded the motion,
Approved, 3-0

10. Consent Items

Ratification of eligibility lists.

a) Administrative Assistant I
b) Custodian I
c) Delivery Driver
d) Executive Assistant I
e) Executive Chef
f) Instructional Assistant
g) Instructional Assistant II, SPED
h) Instructional Specialist – Dance
i) Instructional Specialist – Drama
j) Irrigation Specialist
k) Lead Maintenance Engineer
l) Maintenance Technician
m) Payroll Supervisor
n) School Bus Driver
o) School Campus Aide
p) School Safety Officer
q) Senior Human Resources Technician

Items a, d, e, h, g and j were pulled for discussion.

Denise Diggs-Ray, Administrative Assistant III, requested clarification on examination data provided in the report. Secretary Arinez explained that some recruitments stretch over two months, so data from some examinations will be found in previous agendas. The Commissioners discussed updating the practice of reporting examination data to avoid confusion.

Commissioner Roter questioned the hiring process for IA II SPED. Secretary Arinez said that the program manager calls everyone on the list, but the candidates do not always accept the position for a variety of reasons. Secretary Arinez confirmed she does not review PAFs for contractor positions. Commissioner Roter suggested an internal control to be sure that every candidate is offered a position before moving to contractors.

Commissioner Roter noted a candidate's eligibility on the Irrigation Specialist list had expired.

Chairperson Goldstein questioned the long examination intervals for list *a, d, e* and *h*. Secretary Arinez provided reasons for the longer intervals, including; the size of the applicant pool and grading written examinations, holiday delays, securing panels for oral examinations, and elaborate processes/logistics for a performance examination.

Ms. Diggs-Ray asked for clarification on how to know if a list had been extended. Secretary Arinez explained that list extensions always come to the Personnel Commission for approval; if approved this is reflected as the candidate remaining eligible on the current list.

Frank Hernandez, BCCE Presdient, asked how to discuss hard to fill positions filled by contractors. Vice-Chairperson Alpert asked for a presentation on hard to fill positions at a future meeting. Secretary Arinez said the Commission had approved recruiting at a higher step in the past (merit rule 70.100.1).

Commissioner Alpert moved to approve items 7 (*10 on amended agenda*) a-q as amended; Commissioner Roter seconded the motion,
Approved 3-0

11. Public Comments

Denise Diggs-Ray asked for an update on the reclassification request for Yolanda Gibson. Secretary Arinez referred to her earlier statement provided in item 6d.

12. Next Meeting

The next regular meeting will be held on March 26th at 4:30PM in the Boardroom. Due to a scheduling conflict with the Board of Education for the regular meeting scheduled for April 30th, the Commissioners unanimously agreed to reschedule the meeting for April 23rd, at 4:30PM in the Boardroom.

13. Adjournment

The meeting was adjourned at 7:18 PM.

Examinations Administered in the Month of February 2025:

Classification	Training & Experience	Written	Oral	Performance	
Administrative Assistant II		31			
Director, Human Resources			7		
Human Resources Technician		81			
Instructional Assistant II, Special Education	9	8			
Instructional Technician - Before & After School Program	24				
Interpreter for the Deaf		1	1		
Investigator		3			
Lead Maintenance Engineer			3		
School Bus Driver		1	1		
Senior Communications Specialist		19			
TOTALS	**33**	**144**	**12**	**0**	**189**

New Hires/New Assignments/Promotions Processed in the Month of February 2025:

Name-	Employment Type-	Classification-	Location/Dept.
Baca, Jose	New Hire	Custodian II	Berkeley High
Baron, Aida	New Hire	Instructional Assistant II, SPED	Rosa Parks
Cadera, Antonio Carlos	New Hire	Instructional Assistant II, SPED	Berkeley Arts Magnet
Castillo, Brandon	New Hire	Delivery Driver	Nutrition Services
Castro, Cynthia	New Hire	Instructional Assistant II, SPED	Malcolm X
Gwosdz, Douglas	New Hire	Cook	Nutrition Services

Berkeley Unified School District

Merit System

Eligibility List for : **Administrative Assistant II**
(Open and Promotional)

Written Examination: **January 29, 2025** **(110 exams administered)**
Written Examination: **February 21, 2025** **(31 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Promotional

1 Daniel Brownson

Open

1 Shira Baskind
2 Faisal Wahedi
3 Emily Steele
4 Noah Glasser
5 Leah Sanginiti
5 Mary Magdalen Matambanadzo
5 Natalia Miano
6 Kelly Mullen
6 Robert Lewis
7 Connor Law
7 Lisa Zhuo
8 Angela Erbert
9 Yenny Usman

Erin Arinez — Date
Secretary, Personnel Commission

Heidi Goldstein — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **Director, Human Resources**
(Open)

Written Examination: **January 28, 2025** **(19 exams administered)**
Oral Examination: **February 18, 2025** **(7 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Open

1 Kelly Joseph
2 Wendy Preuss
3 Kelly Thibault
4 Birdell Mitchell
5 Kyla Sinegal
6 Jasleen Singh*

**** Eligibility to expire November 21, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Assistant II, Special Ed**
(Open)

Training & Experience Assessment: **February 13, 2025** **(9 exams administered)**
Written Examination: **February 20, 2025** **(3 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Open

1 Mahleah Alammari**
2 Maria Nasser*
2 Shirley Wong*
3 Anthony Bongco
4 Samara Jones**
5 Christina Ramos*
5 Nyah Taylor*
6 Patricia Regan*

Eligibility to expire February 25, 2026
****Eligibility to expire November 21, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Instructional Technician - Before & After School Program**
(Open and Promotional)

Training & Experience Assessment: **February 26, 2025** **(24 exams administered)**
Written Examination: **March 5, 2025** **(22 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Promotional

1 Lauren Frost

Open

1 Osvaldo Ortiz**
2 Ben Rothman**
3 Brian Weitz
3 Michael Alexander**
4 Grace Suh*
5 Cen Chen*
5 Jamila Kennedy**
6 William Chin
6 Akela Grow
7 Zamama Zafar***
8 Amber Dryden**
9 Khaleed Brew**
10 Hamid Farrokhyar*
10 Hyram Jacob**
11 Houmat Heidari
11 Kasim Adkinson**
12 Kayla Castillo**
13 Adam Trujillo*

**** Eligibility to expire December 17, 2025***
***** Eligibility to expire September 22, 2025***
******Eligibility to expire August 27, 2025***

Erin Arinez
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Interpreter for the Deaf**
(Open)

Written Examination: **February 19, 2025** **(1 exam administered)**
Oral Examination: **February 26, 2025** **(1 exam administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Open

1 Kyra R Iverson

Erin Arinez
Secretary, Personnel Commission

Date

Heidi Goldstein
Chairperson, Personnel Commission

Date

Berkeley Unified School District

Merit System

Eligibility List for : **Library Media Specialist**
(Open and Promotional)

Written Examination: **January 14, 2025** **(33 exams administered)**
Oral Examination: **March 14, 2025** **(17 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Promotional

1 Nicole Fitzhugh
2 Ping Fahn

Open

1 Sicilia Smith
2 Louisa Mascuch
3 Jihane Abdelhadi
4 Lauren Anduri
4 Niko Sigua
5 Marguerite Talley-Hughes

Erin Arinez — Date
Secretary, Personnel Commission

Heidi Goldstein — Date
Chairperson, Personnel Commission

Berkeley Unified School District

Merit System

Eligibility List for : **School Bus Driver**
(Open)

Written Examination:	**February 12, 2025**	**(1 exam administered)**
Oral Examination:	**February 19, 2025**	**(1 exam administered)**
Written Examination:	**March 4, 2025**	**(1 exam administered)**
Oral Examination:	**March 5, 2025**	**(1 exam administered)**
Written Examination:	**March 19, 2025**	**(2 exams administered)**
Oral Examination:	**March 19, 2025**	**(2 exams administered)**

List Established by Personnel Commission: **March 26, 2025 to expire March 25, 2026**

Open

1 Spynsir Tucker
2 Fernando Zamorano
3 Brandon Brown
4 Tina M Woods

Erin Arinez — Date
Secretary, Personnel Commission

Heidi Goldstein — Date
Chairperson, Personnel Commission

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
March 26, 2025

AGENDA ITEM 8.a.

SUBJECT: ***REQUEST FOR ADVANCED STEP PLACEMENT FOR ALBERT KUMAR, MAINTENANCE ENGINEER***

BACKGROUND INFORMATION

The attached request and supporting documents pertain to Albert Kumar's request for advanced step placement at Step 5 on the Classified Salary Schedule for the Maintenance Engineer position, which he began on October 7, 2024. He is currently placed at Step 3 due to contract language that grants at least a 5% increase from his previous salary.

Mr. Kumar brings over 14 years of extensive experience in general construction, specializing in carpentry, painting, plumbing, electrical work, and HVAC systems. In addition, he has dedicated 15 years of service to the district, excelling as both a Custodian II and Maintenance Technician. During this time, he has consistently demonstrated a strong work ethic and a commitment to ensuring safe and well-maintained environments for students and staff.

Mr. Kumar's exemplary performance and proactive approach are evident in the multiple promotions he has earned within the district. His qualifications not only meet but significantly exceed the requirements for this position.

As noted in the Personnel Commission's recruitment rubric, filling this position proved challenging due to competition with private industry, where candidates with these specialized skills command significantly higher salaries. Although the eligibility list for this position included three candidates, Mr. Kumar's unique expertise in carpentry and painting—skills essential for this role—made him the best fit. Additionally, the 2:00 PM—10:00 PM shift added to the difficulty in attracting qualified candidates.

Given Mr. Kumar's exceptional qualifications, dedication to the district, and the challenges associated with filling this position, I strongly recommend his placement at Step 5.

70.100.1 Initial Placement
All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. ***An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.***

Schedule 52	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly
Range 57	$ 6,577.20	$ 40.32	$ 6,901.82	$ 42.31	$ 7,257.43	$ 44.49	$ 7,616.31	$ 46.69	$ 8,007.81	$ 49.09

EXECUTIVE DIRECTOR'S RECOMMENDATION

Grant the request for advanced step placement at Schedule 52/Range 57/Step 5.

PERSONNEL COMMISSION
BERKELEY UNIFIED SCHOOL DISTRICT
ADVANCED STEP RUBRIC

BACKGROUND INFORMATION
Merit Rules Language

70.100.1 Initial Placement
All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule ***except*** *for classes where* ***recruitment efforts have indicated difficulty in recruiting at that step****. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class.*

Contributing Factors to a Difficult Recruitment

1) **The number of applicants is low.**
- Lack of interest from a particular applicant pool due to classification's low wage (Nutrition Services, I.A.'s -Para educators, School Campus Aides)
- Low FTE (part-time) (Instructional Tech- BASP's, Instructional Specialists, School Campus Aides)
- Minimum Qualifications are particular / licenses and certifications required (School Bus drivers, certain Maintenance positions)

2) **Number of vacancies.**
- More than one vacancy in a classification can make recruitment more challenging.
- Recruiting for one vacancy when the MQs are very specific can also make recruitment challenging (Irrigation specialist, School Bus Drivers).

3) **Number of ranks on the eligibility list.**
- Eligibility lists with fewer than three ranks can make it difficult for the hiring manager to fill the position and may cause the position to be posted a second time to generate a fresh list.

4) **Number of recruitments it takes to fill a vacancy.**
- Sometimes, the candidates on the list are no longer available when the hiring manager contacts them to interview, and then we have to run another recruitment. We then have to recruit multiple times for the same position.

5) **High turnover.**
- Some positions have a high turnover or leaves (SSOs, IT-BASPs, and School Campus Aides).

6) **Bilingual recruitment challenges**

7) **External market factors/ competition (tech/private sector)**

Advanced Step Request Evaluation Criteria

1) Education qualification for 1 step (not to exceed one step regardless of the number of degrees)
   - Completed Degree from an accredited college or university *related* to the minimum qualifications of the position.
   - Training and Certificate related to the position (Food handler certificate, SPED certificate, School Safety Officer certificate, Bus Driver, Irrigation, and Maintenance are a few examples).
2) Experience
   - One step for every year of *directly related* experience, not exceeding four steps.

Albert kumar

[redacted]

Feb 27, 2025

Re: Request for Advanced Step Placement

Dear Members of the Personal Commission:

I would like to take the opportunity to request Advance Step Placement at Step 5 on the Classified Salary Schedule for the Maintenance Engineer Position. My attached resume reflects over 14 years of General Construction experience in Carpentry, Painting, Plumbing, Electrical and HVAC. With 15 years of service within the School District As a Lead Custodian and Maintenance Technician. Throughout my career I have consistently demonstrated a strong work ethic and passion for providing a safe and secure learning environment. I believe my experience supports this request.

If you would like more additional information please contact me at the number listed above.

Thank you for your consideration.

Sincerely,

albertkumar

Albert Kumar

Advanced Step Placement Request

Name: ALBERT KUMAR

Classification: Maintenance Engineer

Hire Date: Oct 7th 2024 Site:

Advanced Step Requested: 1 2 3 4 (5) *(circle one)*

*Please note that there is no step increase after Step 5 until Longevity at 10 years.

1. Please include a letter to the Chairperson of the Personnel Commission explaining why you are requesting Advanced Step Placement.

2. Items that **should** be included with the request:

☑ Resume *(required)* ☐ Diploma(s) ☐ Transcript(s) ☐ Certification(s)

Please note: *Any documents submitted to the Personnel Commission for their regularly scheduled PUBLIC meeting will be included in the PUBLIC agenda as required by the California Public Records Act or the Brown Act. These items will be a matter of PUBLIC record and* ***will not*** *be returned to you. Therefore please ensure that only copies are submitted.*

		Units	Type/Depth/Concentration
Education Level	Some College		
	Associates Degree		
	Bachelor's Degree		
	Master's Degree		
	PhD/Doctorate		

		Employment Type *(Education, Government, Public, Private, etc)*
Experience Level	1-2 years	
	3-5 years	
	6-9 years	
X	10-15 years	
	15+ years	

ALBERT KUMAR

[redacted]

Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Painting
- Tool Management
- Supply Management
- OSHA
- Flooring Construction
- Preventive Maintenance
- Safety Awareness
- Blueprint and Schematic Understanding
- Power and Hand Tool Use
- Building Maintenance
- Building furniture's
- General woodworking
- Installing windows
- Finishing Techniques
- Leveling
- Basic Mathematics
- Indoor and Outdoor Painting
- Varnish and Enamel Application
- Wall and Surface Repair
- Joint Sealing
- Stucco Patching
- Sprayer Use
- Surface Preparation
- Structural Repairs
- Building structures

Experience

Berkeley Unified School Dist
Berkeley CA
Maintenace Engineer
10/2024 - Current

Perform a variety of journey-level activities in two building trades in the maintenance and repair of designated buildings, facilities, utilities and equipment and basic maintenance and repair work in other trades Receive, prioritize and respond to work orders in a timely and efficient manner Perform regular safety checks of facilities to assure compliance with established laws, codes and regulations; identify and resolve safety hazards; respond to and resolve emergency situations as required Organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications; estimate time, material and equipment requirements for assigned projects Operate and maintain a variety of hand and power tools and equipment such as drills, saws, presses, grinders and pallet jacks Assemble, move and arrange various furniture and equipment as directed; load and unload equipment and supplies Monitor inventory levels of maintenance supplies and equipment; order, receive and maintain appropriate inventory levels of supplies and equipment Communicate with personnel and various outside agencies and contractors to exchange information, coordinate activities and resolve issues or concerns Maintain various records related to safety, expenses, work orders, project status and assigned activities Perform preventive maintenance on equipment and utilities including replacing and servicing parts and components Train and provide work direction and guidance to assigned personnel on short-term special projects; assign daily duties to maintenance personnel on special projects as assigned .

Maintain, troubleshoot, and repair structures of wood or related systems such as walls, ceilings, roofs, floors, windows and all related building components Finish, repair, construct or install wallboard, stucco, sheetrock, frames, forms, plywood, sheds, fences, doors, partitions, furniture, windows, and other structures; perform necessary millwork; cut, size and glue Formica; hang sheetrock, lay ceiling tiles and flooring materials; install acoustical materials and remodel offices; repair, replace and install building hardware, including locks and security devices, door closers and panic bars; mix, pour and finish concrete; operate a variety of hand and power tools including radial arm saws, circular saws, handsaws, planers, drills, pneumatic nailers, power actuated attachment guns, hammers, screwdrivers, transits and other hand and power toolMaintain,
troubleshoot and repair heating, ventilation and air conditioning systems and equipment; make routine adjustments and perform preventive maintenance; diagnose malfunctions and determine repair needs; maintain and replace filters as necessary Install, service, maintain, regulate and repair HVAC equipment such as boilers, HVAC water systems, heaters, gas furnaces, pumps, valves, thermostats, electric and pneumatic control components, bearing assemblies, air conditioners, and other HVAC equipment; analyze operating conditions of boilers, air handlers, furnaces, mechanical components of air conditioners and other HVAC equipment; perform preventive maintenance such as cleaning and replacing filters, checking and replacing belts; draining, flushing and testing chemicals in boilers; operate a variety of inspection and repair equipment such as meters, gauges, drill presses, pipe threaders, power saws and grinders, soldering and brazing torch, pipe and tube cutters and other power and hand tools.
Prepare surfaces for painting; apply paint or other protective or decorative materials on a variety of surfaces; operate and maintain tools and other equipment Prepare and mix paint and other coatings, including matching colors; prepare surfaces such as stucco, plaster, wood, metal, asphalt and cement for painting; apply paint, varnish, shellac and stain on interior and exterior surfaces, including play lines; apply finish to furniture, cabinets and shelving; remove broken glass and putty from windows, transoms and doors; mix and apply putty and install metal settings on wood moldings to make glass installation secure and watertight; cut glass and plastic window material to size; operate a variety of hand and power tools including circular saws, paint spraying equipment, paint mixing equipment, rollers, brushes, glass cutters and other hand and power toolss

Berkeley Unified School Dist | Berkeley, CA
Maintenance Technician
04/2022 - 10/2024

Perform a variety of skilled maintenance and repair duties in the maintenance of District buildings, facilities and equipment; troubleshoot malfunctions of related parts and equipment; assist in assuring a safe environment for students and staff
> Assist other maintenance personnel with a variety of assigned special projects related to carpentry, plumbing, painting, HVAC and electrical work; assist with preventative maintenance
>Maintain and repair furniture and cabinets; perform minor repairs on doors, frames, locks and hinges; replace ceiling and floor tiles
>Assist other maintenance personnel with installing, repairing and replacing fans, compressors, pumps, heaters and motors; adjust ventilation systems
> Clear plugged drains and sewer lines; repair or replace sinks, toilets, dispensers and drinking fountains
> Repair or replace circuits, fuses, fixtures, switches, ballasts and fittings

> Assist in the installation of HVAC equipment and flushing of chemical boilers
> Assist with monitoring and controlling swimming pool chemicals as assigned
> Operate a variety of maintenance and construction equipment including drills, fitters, gauges, pumps, detectors, locators, welders, compressors and a variety of hand and power tools; operate a vehicle to conduct work
> Prepare walls, ceilings, fences and other surfaces for painting; repair holes, scrapes and other minor surface damage.
> Communicate with District personnel and outside agencies to exchange information related to work orders, supplies, equipment and assigned activities
>Prepare and maintain records related to work orders, materials and assigned activities
>Work from verbal and written instructions, blueprints, sketches and work orders
> Order materials and supplies as directed
>Completed basic carpentry tasks and installed shelves, hooks, cabinets, repaired and painted walls.
>Performed preventive maintenance tasks, including lubrication and cleaning.

> Ensured the safety of personnel and equipment by regularly inspecting floors, walls, ceilings, lighting fixtures, and other areas for potential hazards.
>Maintained cleanliness and order in all facilities by sweeping, mopping, vacuuming, scrubbing, waxing, and polishing floors.
>Performed minor repairs on equipment such as plumbing systems and electrical wiring.

Berkeley Unified School Dist | Berkeley, CA
Head Custodian
01/2007 - 04/2022

- Conducted regular inspections of custodial supplies to ensure adequate inventory levels.
- Dispensed cleaning materials to custodial staff members according to established procedures.
- Assigned tasks to custodial staff members based on their abilities and expertise.
- Trained new employees in proper use of custodial equipment and techniques.
- Supervised daily activities of custodial staff members including setting goals and deadlines.
- Developed policies and procedures related to the maintenance of buildings and grounds.
- Reported any damage or malfunctioning equipment to appropriate departments for repair or replacement.
- Provided assistance with special events held at the facility such as set-up, breakdown of chairs, tables, stages.
- Created records of maintenance activities performed in each area.
- Planned preventative maintenance programs for all areas requiring routine upkeep.
- Investigated complaints from visitors regarding custodian service quality.
- Operated industrial cleaning equipment to quickly complete custodial tasks.
- Kept building interiors appealing with routine deep cleaning of high-traffic areas.

- Checked and stocked inventory throughout facility to meet expected demands.
- Established positive working relationships with staff, supervisors and building occupants.
- Organized assignments and schedules for subordinates to cover daily and deep cleaning needs.
- Discarded cardboard boxes and trash in compactors and balers.
- Moved equipment and furniture to thoroughly clean space.
- Performed landscaping tasks and removed litter to maintain grounds.
- Notified building managers about needed repairs to maintain public safety.
- Maintained janitorial equipment and performed minor repairs to extend machine life and avoid malfunctions.
- Wiped down various surfaces with approved cleaning products to prevent growth of bacteria and viruses.
- Set up and removed furniture, equipment and supplies required for meetings and special events.
- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Handled, labeled and safely stored various hazardous chemicals and solutions to prevent injuries.
- Wet and spot mopped to clean floors and other surfaces in public corridors.
- Inspected exterior and interior of building for service issues and reported damages and needed repairs to supervisor.
- Maintained accountability for building keys, master keys and access cards.
- Cleaned building floors by sweeping, mopping or vacuuming.
- Serviced, cleaned and restocked restrooms.
- Completed in-depth restroom cleanings to sanitize partitions, decorations, sinks, counters and mirrors.
- Dusted furniture, machines or equipment.
- Handled, mixed and stored chemical cleaners in compliance with safety requirements and standard operating procedures.
- Monitored supply levels and requested new items to maintain completing daily cleaning tasks.
- Followed company uniform, performance and security policies with every job.
- Completed deep-cleaning floor buffing, carpet cleaning, duct cleaning and wall washing.
- Addressed minor maintenance issues, reporting more serious conditions to supervisors for attention from maintenance technicians.
- Stripped, sealed and polished floors.
- Moved furniture, equipment or supplies manually or with hand trucks.
- Steam-cleaned or shampooed carpets.

Jalils Construction
Oakland, CA
Ph: 510 261 8980
Carpenter
07/2005 - 12/2010

- Installed cabinets, fixtures and trims.
- Measured materials accurately with tape measure or ruler.
- Cut wood, plastic, fiberglass and other building materials using hand tools such as saws, chisels, planes and sanders.
- Loaded and unloaded supplies from delivery vehicles as needed.
- Operated power tools such as drills, nail guns and circular saws safely and efficiently.
- Built concrete footings or foundations.
- Installed doors, windows, siding, trim and other components of buildings.
- Repaired damaged structures using appropriate methods and materials.

- Grouted tile floors and walls according to manufacturer's instructions.
- Inspected completed jobs for accuracy before handing them over to the client.
- Followed safety guidelines while working on ladders or scaffolding platforms.
- Attached hardware such as hinges, locksets and drawer pulls securely.
- Assembled products using hand and power tools safely and effectively.
- Cut materials on job site to prepare for installation.
- Installed, assembled and repaired woodwork, millwork, cabinetry and trims.
- Installed drywall, ceilings and trim and fabricated replacement trim and moldings.
- Operated hand tools, saws, routers and sanding equipment to prepare materials and finish project surfaces.
- Prepared surfaces by washing, scraping, sanding and patching holes;.
- Applied primers and sealers to prepare new surfaces for painting;
- Applied paint with brushes, rollers, spray guns or other equipment;
- Inspected painted surfaces for defects such as cracking, blistering or fading;.
- Used ladders and scaffolds to reach high walls and ceilings;.
- Sanded woodwork prior to staining or painting;
- Repaired cracks in drywall prior to painting .
- Performed minor repairs such as caulking windowsills before painting them ;.
- Protected furniture from dust generated during preparation of walls ;.
- Used power and hand tools safely and effectively.
- Primed, smoothed and cleaned trim, walls and ceilings to prepare for painting tasks.
- Applied paints, sealers and solvents to plaster, sheetrock, concrete and wood.
- Smoothed and finished surfaces on walls, trim and cabinetry.
- Covered surfaces with drop cloths or masking tape and paper to protect surfaces during painting.
- Filled cracks, holes or joints using caulking guns or putty knives.
- Removed pictures, door knobs or electric switch covers prior to painting.
- Removed old finishes by stripping, sanding or using water or abrasive blasting
- Demolition of existing structures to prepare for remodeling projects.
- Installed cabinets, doors, windows and other interior fixtures according to blueprints and specifications.
- Cut lumber and drywall to specified sizes with power saws and hand tools.
- Constructed frames for walls, ceilings and floors using wood components.
- Installed roofing materials such as shingles, shakes, asphalt and metal roofing systems.
- Assembled cabinetry by cutting through sheet material with a circular saw or router.
- Applied different types of finishes including paint, stain, varnish and polyurethane coating.
- Built stairs based on blueprints or skhes provided by clients.
- Repaired damaged parts of buildings such as walls, floors and roofs.
- Replaced worn out parts such as door locks, hinges and window panes.
- Performed various carpentry duties, including both rough and finish carpentry.

- Installed building windows, trim and cabinetry alone or with assistants to meet job deadlines.
- Used band, circular and compound miter saws.
- Cut and installed tile and hardwood flooring.
- Anchored and braced forms and other structures in place using nails, bolts, anchor rods, steel cables, planks, wedges and timbers.
- Inspected tiles, wall coverings or woodwork for breakage or damage.

Shamals Construction
Suva, Fiji Islands
Ph: 8773438
Carpenter
03/1996 - 06/2005

- Installed and constructed wooden framework for buildings, walls, doors, and other structures
- Measuring, cutting, and fitting lumber for construction projects.
- Loaded and unloaded building materials.
- Inspected finished works to ensure compliance with safety regulations.
- Ensured that power tools were operated safely and efficiently.
- Performed minor repairs on existing wood structures as needed.
- install drywall sheets into place on walls or ceilings.
- Used hand tools, portable power tools and standard measuring instruments to complete daily tasks.
- Cut materials to specified sizes for installation with power saws and tile cutters.
- Constructed, installed and repaired cabinets, shelves, flooring, doors and window frames.
- Used saws, drills and sanders to cut and shape wood and plastic.
- Cleaned and maintained shop areas to reduce hazards.
- Utilized chisels, planes and saws to repair and erect structures.
- Aligned and squared frames and forms for installation.
- Used patching plaster, trowel and sanding tools to fill cracks and other defects in plaster or plaster boards.
- Worked independently on projects and tasks within carpentry team.
- Installed windows, flooring or trim using hand or power tools.
- Took accurate measurements to calculate size and amount of materials needed for project completion.
- Fashioned frameworks or props using hand tools and wood screws, nails or glue.
- Anchored and braced forms and other structures in place using nails, bolts, anchor rods, steel cables, planks, wedges and timbers.
- Bore boltholes in wood, masonry or concrete using electric or pneumatic drill.
- Prepared surfaces by washing, scraping, sanding and patching holes;.
- Applied primers and sealers to prepare new surfaces for painting;.
- Applied paint with brushes, rollers, spray guns or other equipment;.
- Sanded woodwork prior to staining or painting.
- Repaired cracks in drywall prior to painting.
- Primed, smoothed and cleaned trim, walls and ceilings to prepare for painting tasks.
- Cut or shape wood, plastic, fiberglass, drywall, and other materials.
- Assemble cut and shaped materials and fasten them together with nails, screws, staples, dowels or glue.
- Fit and install trim items such as doors, windows, mantels cabinets and hardware.
- Construct frameworks for doorways or window frames from wood pieces by measuring accurately and joining pieces with nails or screws.

- Install finished products such as cabinetry fixtures shelves and molding.
- Apply finishes including stains varnishes shellacs lacquers polyurethane sealants paint enamels glazes epoxies urethanes.
- Installed and finished wood trim, doors and cabinets for new construction and renovation projects.
- Installed custom cabinetry and furniture for clients.
- Fabricated and finished hardwood products using a variety of tools, including saws, sanders, routers, and jointers.
- Assembled components for custom pieces utilizing dowels, glue, screws, nails.
- Cut timber, panels and other wooden materials according to measured dimensions.
- Protected wood surfaces and created desired look by applying paint, stain, varnish and other finishes.
- Prepare and pour foundations for structures.
- Mix cement and sand to create concrete, following specific measurements.
- Use shovels, hoes, rakes, and other tools to spread or level concrete.
- Smooth out freshly poured concrete with trowels and other finishing tools.
- Install reinforcement rods in order to add strength to the structure.
- Fill hollows and remove spots on freshly poured cement surfaces using a straightedge and jointer tool.
- Carry heavy materials such as bricks, blocks, lumber, mortar mixers, wheelbarrows., across job sites safely.
- Level ground prior to pouring foundation or slab with shovels or grading machines.
- Assist in demolishing existing structures with jackhammers and other tools as needed.
- Positioned wire mesh and rebar to reinforce concrete.
- Prepared concrete by hand mixing sand and cement.
- Installed anchor bolts, steel plates and other fixtures in freshly poured concrete.
- Measured, cut, and installed shingles according to specifications.
- Inspected roofs for damage and leaks prior to beginning repairs.
- Removed old roofing material using shovels or pneumatic tools.
- Installed underlayment on roofs in preparation for new shingles.
- Repaired and replaced damaged flashing around chimneys and vents.
- Applied sealants to seams, edges, and joints as required.
- Operated machinery such as nail guns, drills, saws. safely and efficiently.
- Sealed roof penetrations with tar or other waterproofing materials.
- Utilized hand tools such as hammers, screwdrivers, wrenches..
- Installed pipes and fittings according to specifications.
- Repaired water lines, waste disposal units and fixtures such as sinks, toilets, showers and bathtubs.
- Cutting, threading and bending pipe using various hand tools or power tools.
- Cleaned drain traps or opened clogged drains using snakes or augers.
- Connected hoses to water supply lines and secured them with clamps.
- Replaced worn washers, gaskets, valves and seals in faucets, toilets and showerheads.
- Repaired burst pipes by cutting out the damaged section of pipe and soldering a new piece into place.
- Assembled fittings such as elbows, tees and valves on pipes to form piping networks.
- Cut diverse pipe sizes and lengths to prepare for installation.

- Inspected installations to repair leaks and make adjustments to pipes.

Education and Training

Tilak High School
Lautoka, Fiji Islands
Ph: 666 0395
High School Diploma
1992 to 1995

- **Wood work and Technical Drawing**
- Course : Room furnishings, including cabinets (kitchen, bath and vanity), tables, chairs, beds, sofas, shutters, art objects, wood paneling , wood flooring and other coated furnishings made of wood, wood composition or fabricated wood materials.
- Operating Power and hand tools safely.