

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE  
CHAPTER #506  
AND THE  
RIVERSIDE UNIFIED SCHOOL DISTRICT

November 30, 2017

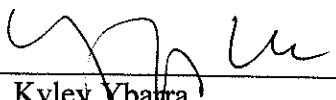
This Memorandum of Understanding (MOU) is entered by the California School Employees Association and its Chapter #506 (CSEA) and the Riverside Unified School District (District).

On November 30, 2017, the District and CSEA met and agreed to the following:

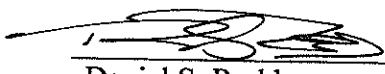
1. In accordance with Article I – Recognition, of the collective bargaining agreement the attached reclassified job classification of Maintenance and Operations Specialist – Carpentry Shop will be included in the classified bargaining unit.
2. Appendix A will be revised to include the reclassified job classification of Maintenance and Operations Specialist – Carpentry Shop.
3. The reclassified job classification of Maintenance and Operations Specialist – Carpentry Shop will be paid at Range 31 on the classified bargaining unit salary schedule.

This MOU is a tentative agreement and shall not be finalized until the completion of CSEA’s policy 610 review process.

**For the District:**

 12/14/17  
Date  
Kyley Ybarra  
Assistant Superintendent, Personnel and  
Leadership  
Riverside Unified School District

**For the CSEA:**

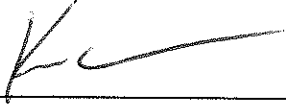
 12/14/17  
Date  
Daniel S. Rudd  
President, CSEA Chapter #506  
Riverside Unified School District



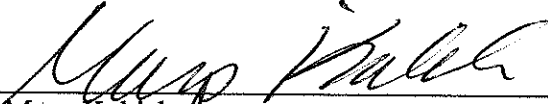
Robin Mesa



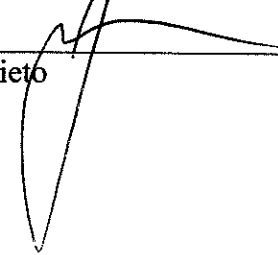
Shani Dahl



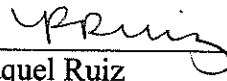
Kenneth Mueller



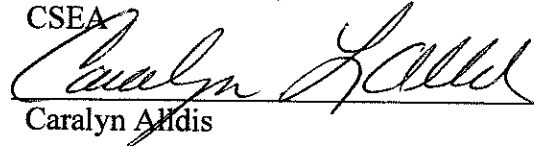
Mays Kakish



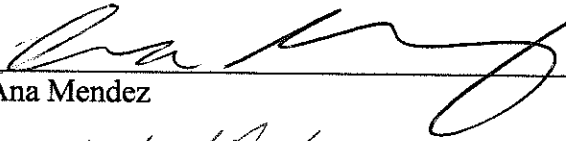
Joe Nieto



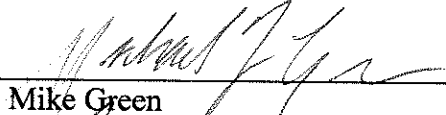
Raquel Ruiz  
Labor Relations Representative  
CSEA




Caralyn Aldis



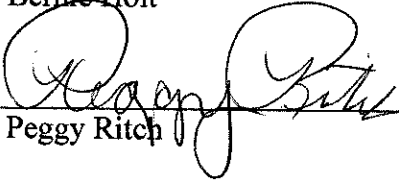
Ana Mendez



Mike Green



Bernie Holt



Peggy Ritch



## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE:        MAINTENANCE & OPERATIONS SPECIALIST –  
                             CARPENTRY SHOP  
                             (Range 30 31)**

### **BASIC FUNCTION:**

Under direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the Carpentry trade; evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate labor and material cost(s); schedule and assign work to assigned crews.

### **REPRESENTATIVE DUTIES:**

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel and **Contractors** in the assigned trade duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

**Train and provide work direction to assigned staff; receive work orders and assign work to crewmembers as appropriate.** *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates. *E*

Develop or assist in the development of work schedules; assign tasks to workers. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned facilities and progress on departmental work orders. *E*

Participate in the work of the Carpentry trade as assigned.

Perform related duties as assigned.



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District facilities.

**ABILITY TO:**

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

**Train and provide work direction to others.**

Perform skilled Carpentry work.

Present oral and written reports.

Develop projected needs for labor, parts and equipment based upon estimated workload.

Operate light and medium weight vehicles.

Establish and maintain effective relationships with others.

Effectively operate a computer and job-related software programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years' experience in the skilled Carpentry trade, including at least two years at a journeyman-level.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

Exposure to adverse weather conditions.

**PHYSICAL ABILITIES:**

Seeing to diagnose problems

Dexterity of hands, **wrists** and fingers to operate specialized tools and equipment.

Hearing and speaking to exchange information and interact with contractors and site personnel.

Heavy physical labor.

Pulling, pushing, carrying and lifting heavy objects.

Climbing ladders.

Standing for extended periods of time.

Bending at the waist.

Crawling and kneeling to conduct work.

Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Working on ladders or scaffolding at heights.

Working in cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Exposure to flying debris or nails.

