

MEMORANDUM OF UNDERSTANDING
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PERRIS VALLEY CHAPTER #469 (CSEA)

JOB DESCRIPTION REVISIONS GROUP #1

November 1, 2024

This Memorandum of Understanding (“MOU”) is entered into by and between the Perris Union High School District (“DISTRICT”) and the California School Employees Association and its Perris Valley Chapter #469 (“ASSOCIATION”) (collectively, the “PARTIES”).

RECITALS

The DISTRICT has begun to work on updating job descriptions as per the MOU dated May 13, 2023, wherein the PARTIES agreed to develop an ad hoc committee to review all classified job descriptions and recommend revisions to current job descriptions.

AGREEMENT

The PARTIES agree as follows:

1. The following Job Descriptions were updated and will go into effect after ratification by CSEA and Board approval.
 - a. Nutrition Services Assistant
 - b. Lead Nutrition Services Assistant
 - c. Sr. Skilled Maintenance Worker
 - d. HVAC Technician

This Agreement constitutes the entire agreement and understanding of the PARTIES. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions, written, oral, expressed, or implied, are superseded by this Agreement.

This Agreement cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both PARTIES.

The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the PARTIES.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610, as well as the Perris Union High School District Governing Board approvals.

Dated this 1st day of November 2024

Association:

Luis Casillas

Luis Casillas
CSEA Representative of Maintenance & Operations

DFC

Douglas Eller
CSEA Representative of Community Services

DE

Heliezer Espinoza
CSEA Lead Negotiator

Tara Hefner

Tara Hefner
CSEA Representative of Nutrition Services

Kevin Reyes

Kevin Reyes
CSEA Labor Relations Representative

Helen Stimach

Helen Stimach
CSEA Representative of Clerical

District:

Maribel Escobar

Maribel Escobar
Director, Human Resources

Hector Gonzalez

Hector Gonzalez
Director, Facilities

John C Hannon

John Hannon
Director, Security

Audrey Mitchell

Audrey Mitchell
Director, Nutrition Services

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PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 21, 2010
Revisions Approved: May 17, 2017 **TBD**
Salary Schedule: 20; Row: 10

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: NUTRITION SERVICES ASSISTANT

JOB PURPOSE STATEMENT: ~~Under the direction of an assigned supervisor,~~ **the supervision of the Director of Nutrition Services or Designee and the guidance of a Lead Nutrition Services Assistant, assist in quantity preparation, packaging and serving foods participate in a variety of nutrition service duties including the ordering, receiving and storing of inventory, cooking and serving of food** at an assigned school site; ~~assist in maintaining~~ **maintain** food service facilities, equipment, **cookware**, and utensils in a clean and sanitary condition; ~~assist in the setup of serving areas.~~

JOB FUNCTIONS:

- **Plan, receive, store, prepare, sell, and serve hot/cold food items in accordance with established menus and standardized recipes, standard operating procedures, and safe food-handling practices.**
- **Setup and replenish foods at serving stations, salad bars and buffet meals.**
- **Implement portion control and assist in monitoring student meals to ensure USDA compliance for a reimbursable meal.**
- ~~Assist with menu planning, and marketing of all food items;~~
- ~~Assist in processing school lunch applications;~~
- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- Maintain accurate Management/Financial Control Records such as daily sales, inventory, ~~requisitions~~, and production sheets.
- **Record various food and equipment temperatures and maintain temperature logs on a daily basis; notify Lead Nutrition Services Assistant of any temperature discrepancies.**
- **Perform cashiering duties to include operating point-of-sale terminals, assure accuracy of daily cash receipts, count and wrapping of money, and prepare bank deposit slips along with daily reports of meals served.**

- ~~Assure accuracy of daily cash receipts, count and wrapping of money, preparing bank deposit slips along with daily reports of meals served.~~
- **May** work with school site administration and staff to resolve food/cafeteria related issues.
- ~~Participate in a variety of nutrition service duties as needed, including ordering, receiving inventory, cooking and serving to assure timeliness in accordance with fixed timetables.~~
- ~~Assist in the preparation of food items following standard procedures.~~
- ~~Use manual and/or electric appliances to clean, peel, slice, and trim foods.~~
- ~~Serve food items to students and staff according to established procedures.~~
- ~~Replenish foods at serving stations, salad bars and buffet meals.~~
- Prepare **and unload food service** lunch carts for service at designated sites on campus.
- ~~Unload carts for service at designated sites on campus.~~
- ~~Operate a la carte locations and sell food to students.~~
- ~~Receive cash and make change.~~
- ~~Make simple arithmetic computations.~~
- ~~Operate a cash register as needed.~~
- ~~Operate a variety of kitchen equipment including mixer, slicer, steamer, dishwasher, warmer, oven and others.~~
- Inform ~~Director of Nutrition Services~~ **Lead Nutrition Services Assistant** when supplies are getting low or equipment is not working properly.
- ~~Wash pots and pans in three compartment sink.~~
- Clean, wash and sanitize **equipment** ~~counters, steam tables, ovens, warmers, and other equipment (i.e. pots, pans, ovens, counters, warmers, etc.)~~
- Remove trash **as necessary** ~~and clean kitchen garbage containers.~~
- ~~Assist in storage and inventory of food service supplies and materials.~~
- Store food in designated containers and storage areas to prevent spoilage.
- ~~Maintain food service equipment and facilities in clean and sanitary conditions.~~
- ~~Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.~~
- ~~Understand and follow oral and written directions.~~

- ~~Establish and maintain effective working relationships with others.~~
- **May drive a vehicle to school sites and transport food and supplies when needed.**
- ~~Maintain consistent, punctual and regular attendance.~~
- **Performs other job related duties as assigned.**

JOB QUALIFICATIONS:

Knowledge of:

- **Principles and methods of quantity food preparation, distribution, and storage**
- **Approximate and correct methods of cooking, baking, and serving of large quantities of food**
- **Institutional kitchen equipment and utensils**
- **Safe food-handling practices and procedures in a cafeteria in accordance with County, State and Federal regulations and policies, including the USDA Professional Standards**
- **Methods employed in the use of cleaning, sanitation, and maintenance of modern kitchen and cafeteria service equipment**
- **Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, inventory, and ordering**
- **Basic objectives, goals, District Policies and Procedures, and Administrative Regulations**
- **Appropriate safety and security precautions, practices, and procedures**
- **General customer service skills**

Ability to:

- **Maintain current Riverside County Food Handler Certification.**
- **Operate a variety of cafeteria and kitchen equipment (i.e. mixer, slicer, warmers), utensils, measuring devices and appliances (i.e. oven, freezer, dishwasher) in a safe and efficient manner**
- **Count money, make change and operate or learn to operate a computerized cash register**
- **Makes standard arithmetical calculations with speed and accuracy**
- **Cook and prepare food in large quantities**
- **Maintain clear and comprehensive records**
- **Work under pressure, meet deadlines and establish priorities with minimal supervision**
- **Use independent judgment**

- **Understand, interpret, and carry out oral and written directions**
- **Communicate effectively using correct grammar**
- **Establish and maintain effective working relationships**
- **Learn and utilize new and current technologies**
- **Maintain confidentiality of privileged information**
- **Provide excellent customer service (e.g. answering phones, assisting students and staff)**

EDUCATION:

- High School Diploma or Equivalent
- **Graduation from high school or equivalent**

EXPERIENCE:

- ~~Two-three years~~ **One (1) year** of documented nutrition services experience **preferably** in a public setting ~~highly desirable~~

LICENSES, CERTIFICATIONS, and/or TESTING:

- **Riverside County Food Handler Safety Certificate Certification** required
- Valid Driver's License required
- **Evidence of driver insurability during the course of employment**

WORKING CONDITIONS:

Environment:

- **Cafeteria/school campus**
- **Subject to frequent interruptions**
- **Subject to driving a (personal and/or district) vehicle to conduct work**
- **Noise**
- **Indoor/outdoor**
- **Exposure to cold/heat from freezers, walk-in refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.**

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Working in a cramped or restrictive work chamber
- Working around and with machinery having moving parts
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking and standing for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds
- ~~Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines~~
- ~~Able to conduct verbal conversation in English~~
- ~~Able to hear normal range verbal conversation (approximately 60 decibels)~~
- ~~Able to stand, bend, & twist (up to continuously); reach, push, pull, look downward (frequently); walk, stoop, kneel (occasionally); squat, climb, operate foot controls (infrequently); lift/carry up to 55 pounds~~

~~(frequently); grasp/manipulate food items/equipment (frequently); use seeing, hearing (continuously) and speaking (occasionally).~~

- ~~Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee~~
- ~~Able to demonstrate manual dexterity necessary to operate calculator and computer keyboard~~
- ~~Working Conditions: Work indoors & outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.~~

Revised: July 2, 2024

Negotiated: TBD

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PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 21, 2010

Revisions Approved: TBD

Salary Schedule: 20, Row: 19

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: LEAD NUTRITION SERVICES ASSISTANT

JOB PURPOSE STATEMENT:

Under the ~~direction~~ **supervision** of the Director of Nutrition Services or Designee, monitor and oversee the food service programs; **provide daily direction, and technical guidance, and training to staff Nutrition Service Assistants (NSA's) and others (e.g. substitutes, student workers) at an assigned school site** of an assigned area of the district; ~~provide technical guidance and training to food service employees and others to~~ **and** ensure compliance with nutritional requirements of governmental regulatory agencies and the district.

JOB FUNCTIONS: ~~** Functions specific to Lead Nutrition Services Assistants~~

- ~~**Assign duties, responsibilities and work stations to employees~~ in accordance with **NSA's job functions** requirements.
- ~~**Train workers~~ **NSA's and others** in food preparation, service, sanitation and safety procedures.
- ~~**Monitor and review budgets and payroll records, and review financial transactions in order to ensure that expenditures are authorized and budgeted.~~
- **Review, generate, and maintain site paperwork and records, including daily food production, student participation records, sales reports, invoices and other statistical data as it relates to all aspects of the nutrition services program.**
- **Coordinates completion and submission of timesheets to administrators and the District Office.**
- **Notify the Director of Nutrition Services or Designee of kitchen equipment failure.**
- **Coordinates coverage for absences and vacancies when necessary.**
- **Manage the rotation of stock, order food and supplies to maintain appropriate levels of inventory.**

- ~~**Read, interpret, apply, and explain rules, regulations, policies, and procedures.~~
- ~~**Prioritize workload and conflicting demands.~~
- **Plan, receive, store, prepare, sell, and serve hot/cold food items in accordance with established menus and standardized recipes, standard operating procedures, and safe food-handling practices.**
- **Setup and replenish foods at serving stations, salad bars and buffet meals.**
- **Implement portion control and assist in monitoring student meals to ensure USDA compliance for a reimbursable meal.**
- ~~Assist with menu planning and marketing of all food items.~~
- ~~Assist in processing school lunch applications.~~
- Maintain production records to determine food usages and accurately forecast future food production to reduce food waste.
- ~~Maintain accurate Management/Financial Control Records such as daily sales, inventory, requisitions, and production sheets.~~
- **Record various food and equipment temperatures and maintain temperature logs on a daily basis; when necessary, implement corrective action for any temperature discrepancies**
- **Perform cashiering duties to include operating point-of-sale terminals, assure accuracy of daily cash receipts, count and wrapping of money, and prepare bank deposit slips along with daily reports of meals served.**
- ~~Assure accuracy of daily cash receipts, count and wrapping of money, preparing bank deposit slips along with daily report of meals served.~~
- **May** work with school site administration and staff to resolve food/cafeteria related issues.
- ~~Participate in a variety of nutrition service duties as needed, including ordering, receiving, inventory, cooking and serving to assure timeliness an accordance with fixed timetables.~~
- ~~Assist in the preparation of food items following standard procedures.~~
- ~~Use manual and/or electric appliances to clean, peel, slice, and trim foods.~~
- ~~Serve food items to students and staff according to established procedures.~~
- ~~Replenish foods at serving stations, salad bars and buffet meals.~~
- Prepare **and unload food service** lunch carts for service at designated sites on campus.
- ~~Unload carts for service at designated sites on campus.~~

- ~~Operate a la carte locations and sell food to students.~~
- ~~Operate a point of sale computer station.~~
- ~~Receive cash and make change.~~
- ~~Make simple arithmetic computations.~~
- ~~Operate a cash register as needed.~~
- ~~Operate a variety of kitchen equipment including mixer, slicer, steamer, dishwasher, warmer, oven and others.~~
- ~~Inform Director of Nutrition Services when supplies are getting low or equipment is not working properly.~~
- ~~Wash pots and pans in three compartment sink.~~
- ~~Clean, wash and sanitize **equipment** counters, steam tables, ovens, warmers, and other equipment (**i.e. pots, pans, ovens, counters, warmers, etc.**)~~
- ~~Remove trash **as necessary** and clean kitchen garbage containers.~~
- ~~Assist in storage and inventory of food service supplies and materials.~~
- ~~Store food in designated containers and storage areas to prevent spoilage.~~
- ~~Maintain food service equipment and facilities in clean and sanitary conditions.~~
- ~~Operate standard kitchen equipment, appliances and utensils in a safe and efficient manner.~~
- ~~Understand and follow oral and written directions.~~
- ~~Establish and maintain effective working relationships with others.~~
- **May drive a vehicle to school sites and transport food and supplies when needed.**
- ~~Maintain consistent, punctual and regular attendance.~~
- **Performs other job related duties as assigned.**

JOB QUALIFICATIONS:

Knowledge of:

- **Principles and methods of quantity food preparation, distribution, and storage**
- **Approximate and correct methods of cooking, baking, and serving of large quantities of food**

- **Institutional kitchen equipment and utensils**
- **Safe food-handling practices and procedures in a cafeteria in accordance with County, State and Federal regulations and policies, including the USDA Professional Standards**
- **Methods employed in the use, cleaning, sanitation, and maintenance of modern kitchen and cafeteria service equipment**
- **Modern office practices and procedures including filing systems, telephone operator techniques and software programs**
- **Basic budgetary principles and practices including methods of financial record keeping**
- **Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, inventory, and ordering**
- **Basic objectives, goals, District Policies and Procedures, and Administrative Regulations**
- **Appropriate safety and security precautions, practices, and procedures**
- **General customer service skills**
- **Basic techniques of guidance and leadership**

Ability to:

- **Communicate effectively with vendors regarding order status, delivery schedules, and any concerns.**
- **Maintain current ServSafe Food Protection Manager Certificate.**
- **Operate a variety of cafeteria and kitchen equipment (i.e. mixer, slicer, warmers), utensils, measuring devices and appliances (i.e. oven, freezer, dishwasher) in a safe and efficient manner**
- **Count money, make change and operate or learn to operate a computerized cash register**
- **Makes standard arithmetical calculations with speed and accuracy**
- **Accurately generate and compare data**
- **Detect errors, proofread and troubleshoot**
- **Learn to guide, organize and schedule the work of others**
- **Provide training and safety direction/instruction**
- **Cook and prepare food in large quantities**
- **Maintain clear and comprehensive records**

- **Work under pressure, meet deadlines and establish priorities with minimal supervision**
- **Use independent judgment**
- **Understand, interpret, and carry out oral and written directions**
- **Communicate effectively using correct grammar**
- **Establish and maintain effective working relationships**
- **Learn and utilize new and current technologies**
- **Maintain confidentiality of privileged information**
- **Provide excellent customer service (e.g. answering phones, assisting students and staff)**

EDUCATION:

- High School Diploma or Equivalent
- **Graduation from high school or equivalent**

EXPERIENCE:

- ~~Three to four years~~ **Three (3) years** of documented nutrition services experience **preferably** in a public setting ~~highly desirable~~. Lead or supervisory experience preferred.

LICENSES, CERTIFICATIONS, and/or TESTING:

- ~~Food Handler Safety Certificate~~ **ServSafe Food Protection Manager Certification** required
- Licenses/Certificates -- continued
- ~~California approved Food Safety Certification~~ required
- Valid Driver's License required
- **Evidence of driver insurability during the course of employment**
- ~~Physical Examination Clearance~~

WORKING CONDITIONS:

Environment:

- **Cafeteria/school campus**

- **Subject to frequent interruptions**
- **Subject to driving a (personal and/or district) vehicle to conduct work**
- **Noise**
- **Indoor/outdoor**
- **Exposure to cold/heat from freezers, walk-in refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.**

Hazards:

- **Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time**
- **Exposure to aggressive or uncooperative behaviors**
- **Working in a cramped or restrictive work chamber**
- **Working around and with machinery having moving parts**
- **Uneven terrain and surfaces**

PHYSICAL ABILITIES:

- **Visual acuity**
- **Hearing, at approximately 60 decibels, and speaking to exchange information**
- **Walking and standing for extended periods of time**
- **Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back**
- **Dexterity of hands and fingers to operate standardized equipment**
- **Mobility**
- **Bending, stooping and squatting**
- **Gripping and grasping**
- **Twisting at waist**
- **Kneeling, crawling, lie on back**

- **Climb slopes, stairs, steps, ramps, scaffolding, and ladders**
- **Medium work: lifting, carrying, pushing and/or pulling up to approximately 50 pounds**
- ~~Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.~~
- ~~Able to conduct verbal conversation, write, and read in English.~~
- ~~Able to hear normal range verbal conversation (approximately 60 decibels).~~
- ~~Able to stand, bend, & twist (up to continuously); reach, push, pull, look downward (frequently); walk, stoop, kneel (occasionally); squat, climb, operate foot controls (infrequently); lift/carry up to 55 pounds (frequently); grasp/manipulate food items/equipment (frequently); use seeing, hearing (continuously) and speaking (occasionally).~~
- ~~Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee.~~
- ~~Able to demonstrate manual dexterity necessary to operate a computer and other nutrition services equipment in a safe and efficient manner.~~
- ~~Working Conditions: Work indoors & outdoors, may travel to alternate sites. Exposure to: cold/heat from freezers, refrigerators and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids, including but not limited to bleach and detergents.~~

Revised: August 20, 2024

Negotiated: TBD

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PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revisions Approved: ~~May 17, 2017~~ **TBD**
Salary Schedule: 20; Row: 27

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: SENIOR SKILLED MAINTENANCE WORKER

JOB PURPOSE STATEMENT: Under the supervision of the Director of Maintenance & Operations or Designee to maintain facilities in a safe operating condition; maintain a preventive maintenance program; and resolve immediate operational and/or safety concerns.

JOB FUNCTIONS:

- Performs a variety of skilled and semi-skilled work in two or more of the trades areas, (i.e. **general construction, flooring**, carpentry, roofing, electrical, ~~heating, ventilation and air conditioning~~, glazing, ~~locksmithing~~, painting, plumbing, welding, metal work, **and** masonry).
- Inspects facilities, systems, ~~and their component~~ machinery, **and equipment** requiring skilled maintenance trades.
- Installs machinery and equipment requiring skilled maintenance trades.
- Repairs systems, **machinery, and equipment** requiring the skills of maintenance trades.
- Determines preventive maintenance needs for a variety of **systems and** equipment and maintains **these equipment** in accordance with manufacturer's specifications.
- Requests quotations to provide cost information, purchasing and securing items.
- **Assembles, repairs and alters cabinets, desks, chairs, and other furniture including replacement of glides, wheels, and seats.**
- **Troubleshoot a wide variety of repairs related to maintenance and construction work.**
- **Installs, cuts, and modifies ceiling tiles and wallboard.**
- **Removes and replaces cove base, carpet coving and moldings.**
- **Builds, installs and maintains office and restroom partitions.**

- Installs door frames and hangs doors.
- Maintains and repairs asphalt using cold patch.
- Installs, replaces and finishes drywall.
- Makes repairs and adjustments to plumbing fixtures, including cleaning clogged drains.
- Uses forklifts, scissors/aerial lifts, hydraulic lifts, power and hand tools.
- Travel to various jobs sites as assigned
- Makes minor electrical repairs.
- Adjust, clean, and replace security cameras and lenses.
- Procures equipment, supplies and materials in a timely manner
- Operates hand and power tools used in general maintenance functions in a safe and efficient manner
- Responds to emergency situations.
- Disposes of waste materials properly.
- Transports various items to provide materials at job site as required to complete tasks
- Works cooperatively and efficiently with other staff
- Knows methods, techniques, materials, tools and equipment used in the building trades
- Performs basic math to calculate measurements, quantities, etc.
- Records and documents information to provide written support and/or convey information
- Performs other related duties as assigned or needed.

JOB QUALIFICATIONS:

Knowledge of:

- Methods, practices, equipment, and materials used to perform skilled work in various building and construction trades including but not limited to; plumbing, carpentry, painting, electrical/electronic, framing and hardware, roofing, glazing, tile work and mechanical repair
- Building construction practices, laws and safety rules related to the construction and repair of public school buildings; plumbing, carpentry, painting, mechanical, framing and hardware, roofing, glazing and tile work, electric installation and repair.
- Operation of hand and power tools used in general maintenance functions in a safe and efficient manner.

- **Diagrams used in installation and repair of electrical/electronic systems, plumbing fixtures, lighting, carpentry, painting and mechanical systems.**
- **Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing.**
- **Basic objectives, goals, District Policies and Procedures, and Administrative Regulations**
- **General customer service skills**
- **Appropriate safety and security precautions, practices, and procedures**

Ability to:

- **Perform highly specialized skilled work safely and proficiently using a variety of hand tools and power equipment associated with building repair, construction, installation, repair, troubleshooting and maintenance.**
- **Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.**
- **Quickly and effectively diagnose maintenance and repair problems, and take appropriate action for resolution.**
- **Read and interpret schematics and sketches accurately.**
- **Safely drive, operate, and tow a variety of vehicles and equipment trailers used in maintenance trades.**
- **Use respirators, for personal protection, as necessary**
- **Safely operate forklifts, scissors/aerial lifts and hydraulic lifts**
- **Work with a variety of chemical agents in a safe and effective manner**
- **Understand, interpret, and carry out oral and written directions**
- **Learn and utilize new and current equipment and technologies**
- **Compose correspondence independently**
- **Use independent judgment**
- **Create clear and comprehensive reports and records**
- **Establish and maintain effective working relationships**
- **Work under pressure, meet deadlines and establish priorities with minimal supervision**
- **Maintain confidentiality of privileged information**

- **Communicate effectively using correct grammar**
- **Makes standard arithmetical calculations with speed and accuracy**
- **Detect errors and troubleshoot**
- **Provide training and safety direction/instruction**
- **Operate a variety of equipment in a safe and efficient manner.**
- **Provide excellent customer service**

EDUCATION:

- ~~High School Diploma or General Education Diploma~~
- **Graduation from high school or equivalent**

EXPERIENCE:

- ~~Completion of formal apprenticeship training in a designated trade and/or two years ——— journey level experience in a designated trade~~
- **Two (2) years of experience in designated trade work or completion of formal apprenticeship training in a designated trade**

LICENSES, CERTIFICATIONS, and/or TESTING:

- ~~Valid Driver's License~~
- ~~Physical Examination Clearance~~
- ~~TB Clearance~~
- ~~Drug/Alcohol Clearance~~
- ~~Criminal Justice Fingerprint Clearance~~
- **Evidence of driver insurability during the course of employment**

WORKING CONDITIONS:

Environment:

- **Office/school campus**

- **Subject to frequent interruptions**
- **Subject to driving a district vehicle to conduct work**
- **Noise**
- **Isolation**
- **Indoor/outdoor**

Hazards:

- **Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time**
- **Exposure to aggressive or uncooperative behaviors**
- **Exposure to adverse weather conditions**
- **Working in a cramped or restrictive work space**
- **Working around and with machinery**
- **Exposure to electrical power supply and high voltage**
- **Uneven terrain and surfaces**

PHYSICAL ABILITIES:

- ~~Visual ability to read handwritten/typed documents, instructions, the display screen of various equipment and machines, and blueprints and schematics~~
- ~~Able to conduct verbal conversation in English~~
- ~~Able to hear normal range verbal conversation (approximately 60 decibels)~~
- ~~Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk~~
- ~~Able to push and/or pull a variety of tools, equipment and objects weighing up to 50 pounds~~
- ~~Able to sustain manual labor up to 6 hours~~
- ~~Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee~~
- ~~Able to use respirators, for personal protection, as necessary~~
- ~~Able to work at various elevated heights and in restricted spaces in a safe and effective manner~~
- ~~Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction~~
- ~~Able to demonstrate manual dexterity necessary to perform fine maintenance procedures~~

- ~~Able to operate a variety of motor vehicles, powered industrial vehicles, equipment, and tools associated with the maintenance trades in a safe and effective manner~~
- **Visual acuity**
- **Hearing, at approximately 60 decibels, and speaking to exchange information**
- **Walking/Standing/Sitting for extended periods of time**
- **Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back**
- **Dexterity of hands and fingers to operate specialized tools and equipment**
- **Mobility**
- **Bending, stooping and squatting**
- **Gripping and grasping**
- **Twisting at waist**
- **Kneeling, crawling, lie on back**
- **Climb slopes, stairs, steps, ramps, scaffolding, and ladders**
- **Work at various elevated heights**
- **Heavy work: working independently, must be able to lift up to 50 pounds; beyond 50 pounds, team lifting is recommended when feasible. Must be able to push and/or pull up to 100 pounds independently, lift 100 pounds with assistance.**

Revised: August 30, 2024

Negotiated: TBD

ME
 HB
 JCH
 AM
 KRF

HK
 KR
 LC
 TH
 TO

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revisions Approved: TBD
 Salary Schedule: 20; Row: 30

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: HVAC TECHNICIAN

JOB PURPOSE STATEMENT: **Under the supervision of the Director of Maintenance & Operations or Designee To performs journeyman-level mechanical and electrical work in the inspection, service, installation, repair and alteration of heating, ventilation, air-conditioning (HVAC), refrigeration systems and related equipment. This position executes a variety of technical duties and makes informed decisions involved in the monitoring, operation, management, repair, adjustment, replacement, and programming of the district's energy management system (EMS).** ~~maintain heating/air conditioning and/or refrigeration systems; identify repair/replacement needs necessary to maintain equipment and systems; provide appropriate documentation required by other personnel and for conforming to regulations; provide necessary information on the proper uses of the equipment; provide orientation to personnel in the operation of heating, air conditioning/refrigeration equipment; and ensure adequate materials are available to complete assignments in a timely manner.~~

JOB FUNCTIONS:

- **Diagnoses problems and failures in heating, air conditioning, low voltage systems and identifies equipment and systems repair and replacement needs.**
- **Installs, replaces, repairs and tests heating and air conditioning systems.**
- **Conducts routine preventative maintenance and cleaning of ventilation systems/equipment.**
- **Performs a variety of technical duties involved in the management, repair, replacement, calibration, and programming of the district's energy management system (EMS).**
- **Prepares documentation related to time and materials, specifications, warranty and other records.**

- **Troubleshoots, maintains and installs ice machines and related components.**
- **Procures equipment, supplies and maintains inventory of required items to ensure adequate materials are available to complete assignments in a timely manner.**
- **Requests proposals for supplies and equipment.**
- **Communicates with staff, other departments, vendors, contractors, service providers and outside agencies to exchange information, resolve issues and coordinate activities.**
- **Uses forklifts, scissors/aerial lifts, hydraulic lifts, power and hand tools.**
- ~~Installs/diagnoses/maintains/repairs heating/air conditioning/refrigeration systems~~
- **Attends trainings related to HVAC job functions.**
- ~~Operates hand and power tools used in heating/air conditioning and/or refrigeration systems in a safe and efficient manner.~~
- ~~Works from blueprints, shop drawings, sketches, manuals, and diagrams~~
- Orients school personnel to provide necessary information on the proper use of the equipment.
- ~~Knows mechanical, electrical and pneumatic applications to HVAC field, codes and regulations relative to HVAC field, boiler operation, water treatment, basic computer operation~~
- ~~Knows building codes~~
- ~~Procures equipment, supplies and materials in a timely manner~~
- Responds to emergency situations.
- Disposes of waste materials properly.
- Transports **tools, equipment, and** various items to provide materials **at to** job sites as required to complete tasks.
- **Travel to various job sites as assigned.**
- ~~Works cooperatively and efficiently with other staff~~
- ~~Performs basic math to calculate measurements, quantities, etc.~~
- ~~Records and documents information to provide written support and/or convey information~~
- Performs other related duties as assigned or needed.

JOB QUALIFICATIONS:

Knowledge of:

- **Methods, practices, equipment and materials used in the installation, maintenance and repair of heating, ventilation, air conditioning, low voltage control systems, ice maker systems and equipment.**
- **Building codes, practices, laws and safety rules related to high, medium and low pressure refrigerants, electrical, mechanical and low voltage applications related to the HVAC field, boiler operation, water treatment, and basic computer operation.**
- **Operation of hand and power tools used in heating/air conditioning and/or refrigeration systems in a safe and efficient manner.**
- **Diagrams and blueprints used in installation and repair of heating/air conditioning and/or refrigeration systems.**
- **Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, letter and report writing.**
- **Basic objectives, goals, District Policies and Procedures, and Administrative Regulations.**
- **General customer service skills.**
- **Appropriate safety and security precautions, practices, and procedures.**

Ability to:

- **Maintain current Environmental Protection Agency (EPA) Section 608 Type Universal Refrigerant Certification**
- **Perform highly specialized skilled work safely and proficiently using a variety of hand tools and power equipment associated with heating/air conditioning and/or refrigeration systems.**
- **Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.**
- **Quickly and effectively diagnose maintenance and repair problems, and take appropriate action for resolution.**
- **Read and interpret schematics and sketches accurately.**
- **Safely drive, operate, and tow a variety of vehicles and equipment trailers used in maintenance trades.**
- **Safely operate forklifts, scissors/aerial lifts and hydraulic lifts**

- Use respirators, for personal protection, as necessary.
- Work with a variety of chemical agents in a safe and effective manner.
- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current equipment and technologies
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Communicate effectively using correct grammar
- Makes standard arithmetical calculations with speed and accuracy
- Detect errors and troubleshoot
- Provide training and safety direction/instruction
- Operate a variety of equipment in a safe and efficient manner.
- Provide excellent customer service

EDUCATION and EXPERIENCE:

- ~~High School Diploma or General Education Diploma~~
- Graduation from high school or equivalent
- ~~Three years of prior job related experience in the HVAC field~~
- Completion of a recognized HVAC apprenticeship training program and two (2) years of journeyman level experience in light commercial applications.
- OR
- Three (3) years of journeyman level experience in the repair, maintenance, and installation of air conditioning/heating, and refrigeration equipment, as well as experience utilizing a

computerized energy management system (EMS).

LICENSES, CERTIFICATIONS, and/or TESTING:

- Valid Driver's License
- ~~Physical Examination Clearance~~
- ~~TB Clearance~~
- ~~Drug/Alcohol Clearance~~
- ~~Criminal Justice Fingerprint Clearance~~
- **Evidence of driver insurability during the course of employment**
- **Environmental Protection Agency (EPA) Section 608 Type Universal Refrigerant Certification required.**

WORKING CONDITIONS:

Environment:

- **Office/school campus**
- **Subject to frequent interruptions**
- **Subject to driving a district vehicle to conduct work**
- **Noise**
- **Isolation**
- **Indoor/outdoor**

Hazards:

- **Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time**
- **Exposure to aggressive or uncooperative behaviors**
- **Exposure to adverse weather conditions**
- **Working in a cramped or restrictive work space**

- Working around and with machinery
- Exposure to electrical power supply and high voltage
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- ~~Visual ability to read handwritten/typed documents, instructions, the display screen of various equipment and machines, and blueprints and schematics~~
- ~~Able to conduct verbal conversation in English~~
- ~~Able to hear normal range verbal conversation (approximately 60 decibels)~~
- ~~Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk~~
- ~~Able to push and/or pull a variety of tools, equipment and objects weighing up to 50 pounds~~
- ~~Able to sustain manual labor up to 6 hours~~
- ~~Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee~~
- ~~Able to use respirators, for personal protection, as necessary~~
- ~~Able to work at various elevated heights and in restricted spaces in a safe and effective manner~~
- ~~Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction~~
- ~~Able to demonstrate manual dexterity necessary to perform fine maintenance procedures~~
- ~~Able to operate a variety of motor vehicles, powered industrial vehicles, equipment, and tools associated with the maintenance trades in a safe and effective manner~~
- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate specialized tools and equipment
- Mobility

- **Bending, stooping and squatting**
- **Gripping and grasping**
- **Twisting at waist**
- **Kneeling, crawling, lie on back**
- **Climb slopes, stairs, steps, ramps, scaffolding, and ladders**
- **Work at various elevated heights, including rooftops**
- **Heavy work: working independently, must be able to lift up to 50 pounds; beyond 50 pounds, team lifting is recommended when feasible. Must be able to push and/or pull up to 100 pounds independently, lift 100 pounds with assistance.**

Revised: September 23, 2024

Negotiated: TBD