

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS PERRIS VALLEY CHAPTER #469  
BUYER & POOL MAINTENANCE WORKER (NEW JOB CLASSIFICATIONS/DESCRIPTIONS)

March 8, 2022

This Memorandum of Understanding is made and entered into effective February 7, 2022 ("Effective Date"), by and between the PERRIS UNION HIGH SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PERRIS VALLEY CHAPTER #469 ("CSEA/ASSOCIATION") (hereafter collectively referred to as the "PARTIES").

**RECITALS**

The District had one District pool at Perris High School. The daily maintenance of the pool was being handled by the Pool Maintenance Worker/Custodian (Work Calendar A - 246 days, Range 17). Students at Paloma Valley High School and Heritage High School used a local public school facility for water polo and aquatics.

The District received construction funds through two general obligation bonds (Measure T & Measure W). With these funds the District built Liberty High School, which included a pool, upgraded facilities at Perris High School, including a new pool, and built a new pool at Paloma Valley High School and Heritage High School.

Maintaining four (4) new pool facilities requires specialized skills and attention.

The construction of a new school facility has also exposed the need to have a classified position specifically dedicated to purchasing, ensuring transparency of processes and guaranteeing the District purchases are efficient and cost effective.

**AGREEMENT**

Now therefore, the PARTIES hereby agree as follows:

- 1. Buyer Position.** Establish the new classification of Buyer, Row 25, 8 hours, Calendar A (246 work days). The job description is attached. The parties agree this new classification will replace one (1) vacant Purchasing Clerk position.
- 2. Pool Maintenance Worker Position.** Establish the new classification of Pool Maintenance Worker, Row 19, 8 hours, Calendar A (246 work days). The job description is attached.
- 3. Salary Schedule Revision.** Appendix A will be revised to include the classifications stated herein.
- 4. Complete Understanding.** This MOU represents a full and complete understanding between the Parties.
- 5. Policy 610 and Board Approval.** It is agreed and understood this agreement is subject to CSEA Policy 610 review and PUHSD Governing Board approval.


Dated this 8<sup>th</sup> day of March 2022

**Association:**



---

Josh Rushing  
CSEA President



---

Lisa Towery  
CSEA Labor Relations Representative




---

Justin Brecht  
CSEA Representative



---

Tara Hefner  
CSEA Representative



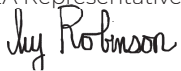
---

Petra Nuñez  
CSEA Representative



---

John Phillips  
CSEA Representative



---

Ivy Robinson  
CSEA Representative



---

Helen Stimach  
CSEA Representative

**District:**



---

Kirk Skorpanich  
Assistant Superintendent, Human Resources

---

Alisha Underwood  
Director, Fiscal Services



---

Nick Hilton  
Director, Human Resources



---

Audrey Mitchell  
Director, Nutrition Services



---

Erika Tejada  
Principal

---

Joseph Williams  
Executive Director, Information Technology

KS BY TH

PERRIS UNION HIGH SCHOOL DISTRICT

AM MY WH IR ET

W P N JP JB

Board Approved: Pending Board Approval  
Salary Schedule: \_\_\_; Row: \_\_\_

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: POOL MAINTENANCE WORKER**

**JOB PURPOSE STATEMENT:** The Pool Maintenance Worker is a specialized tradesperson who performs a variety of maintenance, repair and logistics support over operation and maintenance of district swimming complexes, other pools, and associated spectator/grounds areas.

**JOB FUNCTIONS:**

- Makes routine and emergency repairs and adjustments to school aquatics buildings and facilities. Cuts, threads, and assembles, and lays piping. Makes minor installation of hardware for swimming complexes.
- Coordinates with coaches and other staff to learn about special events. Sets up calendars that specify the nature of the event or activity and type of support needed. Trains and advises coaches, volunteers, and officials in use of pool equipment, electronic scoring and timing devices.
- Performs routine maintenance of filters, pumps, heaters, and other mechanical equipment related to operation of swimming pool according to established schedules. Controls operation of circulating pumps.
- Makes routine plumbing and fixture repairs, referring major system needs to the supervisor. Cleans and repairs drains, sometimes requiring the need to dive and perform underwater maintenance.
- Washes, scrubs, and disinfects pool areas. Cleans and polishes metal work such as pool door panels, hand railings, tile, diving boards, starting blocks, and other accessories. Maintains cleanliness of pool areas including pool decks, diving tower, chlorine and mechanical room, storage room, and surrounding areas.
- Maintains and makes repairs to equipment used in the course of work. Sets up, maintains and repairs electronic scoring and timing devices.
- Operates a variety of equipment including water chemistry test kits, pool vacuum, testing and calibration equipment (both automatic and manual) and a variety of hand and power tools; back wash system according to established procedures.
- Tests swimming pool water on a regular schedule for chlorine and pH count. Adds chemicals or adjusts chlorine supply to bring water to predetermined standards of purity and alkalinity. Disconnects empty chlorine cylinders and connects full cylinders.
- Brushes and vacuums pool keeping debris, bacterial growth, and marks off of floor and walls. Uses

**JOB TITLE: POOL MAINTENANCE WORKER**

Page 2 of 4

appropriate equipment and scrubbing gear in the removal of algae from pool surfaces according to established procedures and guidelines.

- Maintains daily pool records as required by the Health Department. Reports safety and fire hazards.
- Prepares pool for special events including raising and lowering water level, raising diving boards, stringing lane lines, and installing other special equipment. Oversees and provides assistance and advice for special events.
- Ensures that the pool environments are safe for general use. If situations arise that may impair events and activities or otherwise pose safety risks, notifies others (e.g., supervisor, principal, athletic director, etc.) and suggests alternatives or recommends cancellation or rescheduling.
- Initiates requisitions for supplies, tools, chemicals, and other materials needed to maintain the pools.
- Secures the pool environment by checking and locking doors, windows, and gates. May perform some grounds maintenance to enhance beautification of the pool grounds.
- Performs other job related duties as assigned to support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Common methods, tools, and equipment used in large municipal pool maintenance and in general maintenance work; systems and methods used to control chemicals in pool water, cleaning and filtering pool water, heating pool water and all related equipment used in swimming pool operation and tools and equipment used in general building maintenance work
- The practices and procedures associated with maintenance, operation and upkeep of swimming pools and pool complexes
- Swimming pool water chemistry and the procedures and methods for testing
- Pool cleaning techniques including disinfecting and algae control and removal
- Basic understanding of facility maintenance, common plumbing repair techniques, and safety precautions.
- Working knowledge of Federal, State and local laws, codes and regulations relating to pool maintenance, operation, and safety
- Sufficient writing skills to document maintenance activity. Ability to keep complex technical reports/ records to a standard acceptable to regulatory agencies
- Sufficient math skills to compute portions and weights

Ability to:

**JOB TITLE: POOL MAINTENANCE WORKER**

Page 3 of 4

- Ability to communicate and work productively and cooperatively with diverse groups within and outside the school, and exercise patience when dealing with internal and external customers in a manner that reflects positively on the organization
- Ability to independently perform all of the essential duties of the position
- Ability to interpret and explain District swimming pool policies, procedures, rules and regulations to other staff, students, and other users.
- Ability to maintain pool chemistry and conditions in compliance with regulations and policies
- Ability to perform duties with a focus on safety
- Ability to plan and prioritize work in order to meet demanding schedules for use of facilities

**PHYSICAL ABILITIES:**

- Ability to swim and ability to use underwater breathing apparatus if needed to perform work.
- Ability to perform work of an active nature
- Ability to stand and walk for sustained periods of time, walk up to 400 yards, and safely manipulate (lift, carry, move) heavy weights of up to 65 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds
- Ability to climb, stoop, kneel, and crouch on a regular basis
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information
- Auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress.
- Speaking ability to carry on ordinary conversations.
- Ability to work in varying temperature and humidity conditions.
- Visual ability to read handwritten/typed documents and instructions
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sustain strenuous manual labor up to 8 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee

**JOB TITLE: POOL MAINTENANCE WORKER**

Page 4 of 4

- Able to use respirators, for personal protection, up to 8 hours per day
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Specialized training in pool maintenance, and one year increasingly responsible experience in swimming pool maintenance, operations, scheduling, and training

Licenses, Certifications, Bonding, and/or Testing:

- Certified Pool Operator's License *(ability to gain certification within 6 months of employment)*
- Valid California Driver's License *(insurability)*
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

W KS

PERRIS UNION HIGH SCHOOL DISTRICT

JP WH AY P N MUR  
AM ET IR JB TJ

Board Approved: Pending Board Approval  
Salary Schedule: \_\_\_; Row: \_\_\_

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: BUYER**

**JOB PURPOSE STATEMENT:** Performs activities involved with procuring goods, such as supplies, equipment, books and instructional materials, and services for school sites and district operations by performing the following duties.

**JOB FUNCTIONS:**

- Prepares Requests for Proposals, quotations or formal bid documents. Analyzes proposals or bids, reviewing bid comparisons, terms, product liability, vendor performance, substitutions, appropriate bid bonds, etc., and recommends purchase or award of bid to supervisor.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Reviews requisitions.
- Process travel requisitions to arrange conference registrations, hotel accommodations, and airfare; including payment method by purchase order, prepaid check or district credit card.
- Review and process online orders.
- Issue storehouse purchase orders when necessary; update catalog pricing and descriptions.
- Selects products for purchase by testing, observing, or examining items.
- Estimates values according to knowledge of market price.
- Determines method of procurement such as direct purchase or bid.
- Obtain and monitor Certificate of Insurance, W-9 forms and contractor certification related to Education Code requirements.
- Communicates with initiating employees and administration, to assure accuracy in ordering and cost.
- Prepares purchase order documents, change notices, cancel notices and prepaid purchase orders.

**JOB TITLE: BUYER**

Page 2 of 4

- Encumbers purchase orders.
- Resolves discrepancies in orders.
- Identify fixed assets, obtain inventory tag, record data and warranty details in fixed asset inventory system.
- Assist supervisor with the management of surplus items and equipment.
- Expedites past-due orders.
- Designates current liability and current expense purchase orders.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Conduct staff training related to purchasing system operations.
- Prepare and maintain a variety of reports, records and files related to purchases, inventory, and assigned activities.
- Performs other duties as assigned to support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, and techniques of purchasing supplies, materials, and equipment
- Supply, material, and equipment sources and vendor lists
- Financial and purchase order maintenance systems
- Computer applications, including Google suite (i.e. Google Docs, Gmail, Google Sheets, etc.)
- Bid process; principles, procedures and practices of public sector purchasing
- State, federal and other laws and codes governing purchasing.
- Sufficient math skills to compute budgets, bids, and purchases

Ability to:

- Interpret and apply laws, district policies, and rules and regulations affecting the district purchasing activities



**JOB TITLE: BUYER**

Page 3 of 4

- Make arithmetical calculations with speed and accuracy
- Establish and maintain a variety of records and files
- Understand and carry out oral and written directions
- Ability to communicate and work productively and cooperatively with diverse groups within and outside the school, and exercise patience when dealing with internal and external customers in a manner that reflects positively on the organization
- Keyboard at a net corrected speed of 40 words per minute
- Ability to efficiently enter data into the computer, provide customer service and adhere to policies and procedures established by the district.
- Ability to plan and prioritize work in order to meet demanding schedules
- Ability to independently perform all of the essential duties of the position

PHYSICAL ABILITIES:

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress
- Visual ability to read handwritten/typed documents and instructions
- Speaking ability to carry on ordinary conversations in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Ability to work in varying temperature and humidity conditions.

JOB QUALIFICATIONS:

Education:

- High School Diploma or GED; post secondary courses in the principles of purchasing, business law, business math.

JOB TITLE: **BUYER**

Page 4 of 4

Experience:

- Minimum two years experience in Purchasing, preferably one year of which is in the public sector.

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 40 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance