

**PATTERSON JOINT UNIFIED SCHOOL DISTRICT  
BOARD MEETING DATE: February 7, 2022**

**CONSENT CALENDAR**

**A. Personnel**

**EMPLOYMENT**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>
Nicholas Durant	Computer Technician	01/03/2022
Hailey Espos	Special Education Paraeducator Non Severe	01/10/2022
Sierra Leal	Special Education Paraeducator Non Severe	01/18/2022
Darianna Alcaraz	Special Education Paraeducator Non Severe	01/18/2022
Moesha Perez	After School Program Leader	01/18/2022
Destiny Talimalie	After School Program Leader	01/19/2022
Maria Martinez	After School Program Leader	01/19/2022
Aileen Guerrero Chan	Nutrition Service Assistant	01/24/2022
Gabriel Pineda-Moreno	Special Education Paraeducator Non Severe	01/24/2022
Cristina Gutierrez	Yard Duty/Noon Supervisor & FSWI	01/24/2022
Lissa Cortez	Special Education Paraeducator Non Severe	01/26/2022
Jeri Ledford	Teacher	1/26/2022
Anthony Perez	Behavior Analyst	02/08/2022
Isabel Jimenez	Behavior Analyst	02/08/2022
Diego Marquez Rios	CTE Farm Manager	02/14/2022

**CHANGE OF STATUS**

<b>NAME</b>	<b>TITLE (From)</b>	<b>TITLE (To)</b>	<b>EFFECTIVE</b>
Johnny Wheeland	Maintenance II - DW - 8.0 hours/day	Maintenance III - DW - 8.0 hours/day	10/01/2021
Alfred Edgmon	Maintenance Engineer - DW - 8.0 hours/day	Maintenance IV - DW - 8.0 hours/day	10/01/2021
Rudy Lozano	HVAC Engineer - DW - 8.0 hours/day	HVAC Technician - DW - 8.0 hours/day	10/01/2021
Alfret Alkhas	HVAC Engineer - DW - 8.0 hours/day	HVAC Technician - DW - 8.0 hours/day	10/01/2021
Juan Flores	Groundskeeper III - DW - 8.0 hours/day	Groundskeeper II - DW - 8.0 hours/day	10/01/2021
Staphany Diaz	ASP Leader - LP - 3.2 hours/day	Paraeducator - LP - 6.5 hours/day	01/10/2022
Adam Garcia	Campus Supervisor I - CMS - 8.0 hours/day	Campus Supervisor II - CMS - 8.0 hours/day	01/21/2022
Chethan Kommu	Yard Duty/Noon Supervisor & FSWI - NM - 1.0 hour/day	Yard Duty/Noon Supervisor & FSWI - NM - 2.25 hour/day	01/24/2022
Maria Ventura Rios	Special Education Paraeducator Severe Autism - WVLC - 7.0 hours/day	Special Education Paraeducator Non Severe - WG - 6.5 hours/day	01/24/2022
Rachel Cuellar	Yard Duty/Noon Supervisor & FSWI - LP - 0.5 hour/day & Special Education Paraeducator Non Severe - LP - 6.0 hours/day	Yard Duty/Noon Supervisor & FSWI - LP - 0.5 hour/day & Special Education Paraeducator Non Severe - LP - 6.0 hours/day & Before School Program Leader - LP - 1.25 hours/day	01/31/2022
Cynthia Bettencourt	Special Education Paraeducator Severe - WG - 6.67 hours/day	Special Education Paraeducator Severe - WG - 6.67 hours/day & Before School Program Leader - WG - 1.25 hours/day	01/31/2022
Michele Lozano	Special Education Paraeducator Non Severe - PHS - 5.5 hours/day	Special Education Paraeducator Non Severe - PHS - 5.5 hours/day & Before School Program Leader - NM - 1.25 hours/day	01/31/2022
Gina Fiorentino-Snyder	Nutrition Service Assistant - DW - 6.5 hours/day	Health Clerk - DW - 6.5 hours/day	01/31/2022
Karen Fernandez Hernandez	ASP Leader - CMS - 3.5 hours/day	ASP Leader - CMS - 3.8 hours/day	02/01/2022
Kiandra Walker	Yard Duty/Noon Supervisor & FSWI - AVE - 2.75 hours/day & ASP Leader - AVE - 3.2 hours/day	Yard Duty/Noon Supervisor & FSWI - AVE - 2.75 hours/day	02/04/2022
Jessica Arevalo	Special Education Paraeducator Severe Autism - LP - 7.0 hours/day	Special Education Paraeducator Non Severe - AVE - 6.5 hours/day	02/07/2022
Denise Perez	Attendance Clerk - AVE - 8.0 hours/day	Special Education Paraeducator Severe - WG - 6.0 hours/day	02/14/2022

**RESIGNATION**

NAME	TITLE	EFFECTIVE DATE
Monica Delgado Calderon	Special Education Paraeducator Non Severe	02/04/2022
Jamie Cruthis	Special Education Paraeducator Severe	02/11/2022
Meagin Lopez	Paraeducator	02/10/2022

**RETIREMENT**

NAME	TITLE	EFFECTIVE DATE

**Job Descriptions**

- 1) Groundskeeper I
- 2) Groundskeeper II

Submitted by: Human Resources

Approved for submission to the Board:

  
\_\_\_\_\_  
Joseph Silveira, Assistant Superintendent



*Classified Salary Schedule  
261 Days  
Range K*

## **GROUNDSKEEPER I**

### **PRIMARY FUNCTIONS:**

Under general supervision of the Director of Maintenance and Operations, with guidance from a Groundskeeper II, performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas; prepares field for athletic events and other activities.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Mow, edge, trim, and water lawns, fields and other turf grounds.
- Spread topsoil and spread straw over seeded soil to hold soil in place.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, flowers and trees, using hand or automatic sprayers or spreaders to care for plants and control landscape pests.
- Follow planned landscaping designs to lay sod, sow grass, cultivate, or plant flowers and foliage.
- Care for established lawns by aerating, grubbing, mulching, removing thatch, etc.
- Weed around flower/garden beds, walkways, and walls.
- Use standard gardening hand tools such as axes, hedge/brush trimmers, pruning saws, rakes, shovels, etc.
- Operate a variety of power-driven equipment such as walk-behind mowers, edgers, blowers, chippers, walk-behind aerators, chain/pruning saws, sod cutters, vacuums and other equipment used in grounds maintenance work.
- Cable, brace, tie, bolt, stake, and guy trees and branches to provide support.
- Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps and fallen trees and limbs.
- Climb ladders to gain access to work areas.
- Collect debris and refuse from tree trimming and removal operations into piles, using shovels, rakes or other tools and haul it away for disposal.
- Cut away dead and excess branches from trees; feeding limbs and brush into the machines as needed.
- Communicate with district personnel to exchange information and resolve issues or concerns related to grounds maintenance activities.
- Drive a district vehicle between school sites or other locations (i.e. landfill) in performance of tasks assigned.
- Maintain grounds maintenance equipment in safe operating condition; perform routine maintenance on equipment such as sharpening blades, lubricating equipment and replacing parts as needed.
- Maintain routine records related to work orders and grounds maintenance activities (i.e. spray schedules).
- Repair potholes.

- Inspect and clean drains and gutters to assure proper drainage.
- Make minor repairs and assure proper operation of irrigation systems.
- Operate sprinkler systems.
- Perform a variety of duties related to the preparation, lining, burning, marking and dragging of athletic fields and related areas.
- Water various grounds areas by hand or by operating the irrigation system.
- Assist in the moving and arranging of bleachers or other items as assigned.
- Inspect trees to determine if they have diseases or pest problems.
- Other duties and responsibilities consistent with the primary functions may be assigned.

### **REQUIRED QUALIFICATIONS:**

#### Education –

- High school diploma or equivalent to the completion of the twelfth grade (GED)

#### Experience –

- Any combination of education, training, and experience equivalent to the complete of one year of groundskeeping

#### Other –

- Must possess a valid California Driver’s License

### **DESIRABLE QUALIFICATIONS:**

#### Knowledge of –

- Methods, equipment and materials used in gardening and grounds keeping work.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping such as mowers, edgers, blowers, vacuums and standard gardening hand tools.
- Basic landscape design.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Varieties of fertilizers and their proper use.
- Plants, diseases and pests common to the area, and methods used in their eradication and control.
- Methods and materials used in controlling pests, insects and weeds.
- Appropriate safety equipment, precautions, and procedures.
- Principles and practices, materials and tools of grounds maintenance.

#### Ability to –

- Demonstrate safe work habits and observe all applicable worker safety rules and laws.
- Maintain athletic areas in a safe condition.

- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Operate hand and power tools and other equipment used in grounds keeping such as walk-behind mowers, edgers, blowers, vacuums and standard gardening hand tools.
- Operate tractors, trucks, and other heavy grounds maintenance equipment.
- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Perform routine maintenance on grounds maintenance equipment.
- Work cooperatively with others.
- Understand and follow posted work rules and procedures.
- Maintain punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience, and courtesy

### **PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:**

Employees in this position must have the ability to:

- Walk or stand for extended periods of time
- See and read printed materials (i.e. small print labels) with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels and with sufficient volume to be heard at a normal conversational distance and or hand held radios
- Balance and tolerate heights to work on ladders, scaffolding and rooftops for extended periods of time
- Physically tolerate extended stay in an outdoor working environment (ie. Extended exposure to the sun).
- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 50 lbs. to waist height
- Physical tolerance to foul odors, chemical odors, dust and pollen
- Reach overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate a variety of custodial equipment and basic mechanical hand/power tools to perform minor repairs and adjustments
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff and members of the community
- Maintain the privacy of confidential information

### **WORK ENVIRONMENT**

The primary work location is an outdoor setting. Noise levels in this setting range from quiet to loud while working with equipment. The work environment is subject to dust and odors. The employee will be needed to travel between school sites during their workday.

***Board Approval: 03/07/21***

***Formal Review: 10/22/21***

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

**I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.**

**I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.**

**I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental, and social requirements of this job.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*



*Classified Salary Schedule  
261 Days  
Range L*

## **GROUNDSKEEPER II**

### **PRIMARY FUNCTIONS:**

Under general supervision of the Director of Maintenance and Operations, with guidance from a Groundskeeper II, performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas; prepares field for athletic events and other activities.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Perform all the "General Duties and Responsibilities" of the Groundskeeper I position.
- Installation, maintenance, and repair of backflows, irrigation systems, timeclocks, etc.
- May assist maintenance staff with larger projects as assigned by a supervisor (i.e. framing sidewalks, grading areas for work, etc.)
- Operate specialized equipment (i.e. backhoe)
- Care for specialized grounds areas such as ponds, animal troughs, etc.
- Relays instructions from supervisors, or site administration, to Grounds I staff as requested
- Provides ongoing suggestions, and reports issues, to improve assigned facilities to supervisor
- Coordinates work with outside agencies and contractors
- Assists with the direction of workload of Groundskeeper I personnel
- Other duties and responsibilities consistent with the primary functions may be assigned

### **REQUIRED QUALIFICATIONS:**

Education –

- High school diploma or equivalent to the completion of the twelfth grade (GED)

Experience –

- Any combination of education, training, and experience equivalent to the complete of three (3) years of groundskeeping experience

Other –

- Must possess a valid California Driver's License

### **DESIRABLE QUALIFICATIONS:**

Knowledge of –

- Methods, equipment and materials used in gardening and grounds keeping work.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping such as mowers, edgers, blowers, vacuums and standard gardening hand tools.
- Basic landscape design.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Varieties of fertilizers and their proper use.
- Plants, diseases and pests common to the area, and methods used in their eradication and control.
- Methods and materials used in controlling pests, insects and weeds.
- Appropriate safety equipment, precautions, and procedures.
- Principles and practices, materials and tools of grounds maintenance.

Ability to –

- Demonstrate safe work habits and observe all applicable worker safety rules and laws.
- Estimate the cost of labor and materials.
- Maintain athletic areas in a safe condition.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Operate hand and power tools and other equipment used in grounds keeping such as walk-behind mowers, edgers, blowers, vacuums and standard gardening hand tools.
- Operate tractors, trucks, and other heavy grounds maintenance equipment.
- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Perform routine maintenance on grounds maintenance equipment.
- Work cooperatively with others.
- Understand and follow posted work rules and procedures.
- Maintain punctual and regular attendance.
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- Stand, walk, stoop, twist bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 50 lbs. to waist height
- Physical tolerance to foul odors, chemical odors, dust and pollen

- Reach overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate a variety of custodial equipment and basic mechanical hand/power tools to perform minor repairs and adjustments
- Maintain regular attendance
- Work interdependently and convey an understanding and patient attitude toward staff and members of the community
- Maintain the privacy of confidential information

### **WORK ENVIRONMENT**

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***Board Approval: 3/7/21***

***Formal Review: 10/22/21***

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

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\_\_\_\_\_  
*Employee Signature*

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*Date*

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*Name Printed*