

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212

POSITION ANNOUNCEMENT

Lopez Island School District
Substitute Maintenance/Groundskeeping Personnel

POSTING: 11/12-04

Announcement Date: 10/06/2011
Applications Due by: Open until filled
Responsible to: Director of Maintenance/Grounds

Description of Position:

Job Summary:

This position has combined job functions. This employee assists in the overall maintenance and operation of district facilities, assists in maintaining school grounds, and is responsible for custodial duties as directed by the Director of Maintenance or administration. This employee reports to, is under the direct supervision of, and works closely and collaboratively with the Director of Maintenance. The hours of this position are variable.

Duties and Responsibilities:

1. Assist in maintenance in conjunction with and under the direction of the Director of Maintenance.
 - a. Adjusts and maintains school buildings' heating and cooling systems by lubricating equipment and changing filters; troubleshoots problems with buildings' electrical systems; Replaces burned out bulbs as needed; maintains the plumbing and water systems by checking water heaters, water pumps, pipes, toilets, sinks, and dishwasher.
 - b. Repairs roofs, interior and exterior walls, ceilings, and other surfaces. Repairs or oversees repair of district maintenance equipment.
 - c. Repairs and maintains playground equipment. Installs new playground equipment.
 - d. Opens buildings, turns on lights, checks restrooms and raises the flag in the morning.
 - e. Responds to building emergencies and takes appropriate action. Works on and completes assigned maintenance projects. Cleans and secures tools and equipment. Maintains a clean and orderly maintenance shop. Reports unusual conditions to the Director of Maintenance or the assigned administrator.
 - f. Drives district vehicles when necessary.
 - g. Provides maintenance and support for the food services program.
 - h. Performs other tasks as assigned by the Director of Maintenance or appropriate administrator.

2. **Groundskeeping:** Performs groundskeeping in conjunction with and under the direction of the Director of Maintenance.
 - a. Mow, trims, weeds, irrigates, and fertilizes lawns, flower beds, and other plantings as needed.
 - b. Maintains parking lot and play areas. Removes debris, garbage, and snow as needed.

3. Other duties:

- a. Adjusts schedule to meet the special needs of the facilities and as directed by the Director of Maintenance or the administration.
- b. Performs emergency maintenance as needed and other duties as assigned.
- c. Reports unusual conditions to the maintenance supervisor or assigned administrator.
- d. Performs emergency custodial duties as needed, in absence of custodial staff.

Minimum Competencies Required:

Note: At the discretion of the District, specific requirements may be waived, depending on a candidate's other qualifications.

High school graduation or equivalent and skill in reading, writing and communication as well as experience in groundskeeping and maintenance work.

Working Conditions:

Required to lift and carry heavy supplies and equipment. Works around machinery and heights. Required to troubleshoot a variety of equipment. On call for emergencies. Use of hazardous chemicals requires safety awareness. Experiences interruptions. Often works with public, staff, and parents.

Minimum Qualifications:

High school graduation or equivalent and basic skills in reading, writing and communication. Training and experience in building maintenance and custodial procedures. Specific experience in operating heating and cooling systems, and electrical and plumbing systems, water and sewage systems desired, or willingness to be trained. School district bus driving and maintenance experience, desired.

Knowledge, Skills and Abilities:

1. Thorough knowledge of heating/cooling system operation and maintenance.
2. Knowledge of electrical and plumbing systems.
3. Knowledge of building maintenance and operations procedures.
4. Knowledge of cleaning chemicals and their use and storage.
5. Skill in using maintenance equipment.
6. Ability to troubleshoot major equipment problems and make repairs.
7. Ability to lift 50 pounds.
8. Ability to respond effectively to building emergencies.
9. Ability to troubleshoot and resolve maintenance and transportation vehicles problems.
10. Ability to establish and maintain effective working relationships with the staff and the public.
11. Demonstrated personal safety and ability to promote safety in the workplace, including abstinence from the influence of alcohol or other illicit substances while on the job.

Licenses/Special Requirements:

1. Valid Washington State driver's license
2. First aid and CPR as required by the district.

Working Conditions:

Required to stand for long periods. Exposed to high noise levels from operating machinery. Required to lift and carry heavy supplies, trash containers and cleaning equipment. Use of hazardous chemicals requiring precautions. Use potentially dangerous grounds and maintenance equipment.

Salary:

As per PSE salary schedule A –Maintenance/Grounds

Application Procedures:

Current employees should submit a detailed letter indicating interest in the position; include the position’s title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

1. Letter of application indicating interest
2. Completed district application
3. Complete resume of personal history, education, experience and references

Applicants will be screened and candidates selected for interviews based upon qualifications, preparation, experience and references.

Apply to: Christina Krantz, Human Resources Officer
Lopez Island School District
86 School Rd
Lopez Island, WA 98261 Phone: 360.468.2202 ext. 2300
FAX: 360.468.2212
www.lopezislandschool.org

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol Employment status is contingent on verification o background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School Dist. #144 is an Affirmative Action Equal Opportunity Employer. Lopez Island School District 144 complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, age, sexual orientation, marital status, or qualified individuals with disabilities. Applications from all groups are encouraged. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquires regarding compliance and/or grievance procedures may be directed to the school district’s title IX/RCW 28A.640 Officer and/or Section 504/ADA coordinator, Joan Love, Finance Manager, 86 School Rd., Lopez Island, WA 98261, 360.468.2202 ext.2301.