



Oroville School District

816 Juniper Street Oroville, WA 98844
www.oroille.wednet.edu
Phone: (509) 476-2281 Fax: (509) 476-2190

MAINTENANCE

Reports to: Maintenance Supervisor (direct supervisor), Building Principals, District Office

Building: District

Hours/Days: 8 hours per day/260 days per year

Position open until filled

DESCRIPTION

Under the supervision and immediate direction of the Facilities Director this employee performs a variety of maintenance duties requiring a knowledge of various trade skills such as carpentry, electrical, plumbing, painting, etc.

This employee is expected to foster and enhance an effective learning environment by helping to maintain cleanliness and order to facilities where students and community learn, work and play; and helps to establish community and staff networks by being a positive and viable staff member of the Oroville School District. This employee is expected to care for and maintain district facilities to ensure the health and safety of district students and employees while they are learning and working.

A successful candidate for this position is one who can foster commitment and pride for the care of our facilities, and supports others to ensure this care. A successful candidate for this position is one whose performance will emulate The Pride of the Valley. This position requires a thorough, self-starter with a driven work ethic to perform tasks well and to completion. This employee will ensure all facilities and grounds are safe and functioning at the highest possible level of excellence for educational and community use at all times.

Essential Duties and Responsibilities:

- Assist in the maintenance, operation and repair of electrical, mechanical and structural systems of buildings and utility distribution.
- May assist journeyman tradesperson(s) by performing duties related to carpentry, drywall, plumbing, steam-fitting, mechanical or electrical work, refrigeration maintenance, machinists' trades, sprinkler, HVAC, irrigation.
- Assist Facility Director to supervise and ensure safety and learning opportunities of job shadow and internship student.
- Assist in the fabrication and installation of equipment and materials constructed in accordance with project requirements; cut and weld materials.
- Operate power tools and equipment; operate automotive equipment to transport materials and supplies.
- Assist in the repair of broken windows by removing broken glass and installing new glass.
- Assist in the repair and installation of locks and related equipment such as panic hardware, door closers.
- Assist in the repair and maintenance of roofs, flashings and coping.
- Assist in the maintenance of grounds and irrigation systems as directed.
- Assists with maintenance of grounds equipment as directed.
- Assists with snow and ice removal.
- Perform custodial duties as assigned.
- Drive service truck as required; load and unload materials and supplies, maintains service truck inventory.
- Assist in the loading and unloading of in-coming and out-going shipments, materials, supplies, etc.
- Maintains district vehicles.
- Provides preventive maintenance and routine services on buses, cars and shop equipment.
- Maintains records as required by the ESD, the state, and Board Policy.
- Orders parts and equipment, and maintains a system of inventory.
- Maintain physical conditioning and dexterity to maximize efficiency and effectiveness in the performance of the job.
- Perform basic first aid as appropriate, may include CPR
- Complete legible and accurate forms, records, and reports as required by the State of Washington and Oroville School District policies.

Other Important Skills and Abilities:

- Supports and implements Oroville School District policies, regulations, procedures and administrative directives; demonstrates loyalty to the District and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Forward thinker.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Ability to multi-task in an environment with constant interruptions.
- Seeks and takes advantage of opportunities for professional growth.
- Promotes good staff morale and works harmoniously with fellow staff.
- Flexible, use initiative, self-starter, positive attitude, team player.
- Available for day shift during school year and during summer months.
- Knowledge of efficient custodial practices, which includes care and use of equipment; cleaning, minor maintenance and care of grounds.
- Ability to work independently with a high degree of efficiency and attention to detail; must be a self-starter.
- Must be able to work well with children.
- Knowledge of the principles of heating, ventilation, sanitation and care of school buildings.
- Knowledge of inventorying, ordering and storing all types of supplies.
- Knowledge of floor refinishing and carpet care.
- Ability to use a computer to complete work requests and other work-related functions.
- Ability to establish and maintain working relationships that foster efficiency and productivity and promotes cooperation with administrators, fellow employees, students, faculty and the public.
- Must maintain neat, clean personal appearance.
- Excellent communication skills with youth and adults
- Deep reservoir of patience
- Keeps calm and clear-headed under pressure
- Knows and practices stress and anger reduction techniques
- Knows and understands group and individual problem-solving techniques
- Understands elements of group dynamics
- True sense of caring for the success and needs of youth
- Sense of humor, reflective and positive
- Solution-minded
- Can balance professional and personal demands and activities on time
- Adapt to change and remain flexible.
- Ability to work a flexible schedule including work as directed outside of the school calendar;
- Establish and maintain effective, positive working relationships with students, parents or guardians, specialists, staff and administrators;
- Demonstrates ethical behavior and confidentiality of information about students and staff in school environments and the community;
- Possesses positive interpersonal skills necessary to work with students, parents, staff and community in a positive, effective manner to promote student and program success.
- Proficiency in reading, writing, and oral communications;
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Ability to multi-task in an environment with constant interruptions.
- Seeks and takes advantage of opportunities for professional growth.
- Promotes good staff morale and works harmoniously with fellow staff.

Qualification Requirements:

- High School diploma or G.E.D. equivalent.
- Industry certification in facility management/business (or related field), journeyman level trade certification, or equivalent training and preparation may be considered.
- Five (5) years of successful experience in facilities maintenance, construction and/or property management, with a minimum of three (3) years in a supervisory capacity.
- Valid Washington State Driver's License.

- Knowledge of tools, materials and methods used in the maintenance, repair and improvement of buildings, related facilities, equipment and grounds.
- Knowledge of building and safety codes and regulations.
- Demonstrated skills in appropriate software applications (i.e. MS Word, MS Excel), and ability to learn new software/hardware as needed. Experience in maintenance related software desired.
- Must maintain neat, clean personal appearance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The usual and customary methods of performing the job’s functions require the following physical demands:

- Significant lifting, carrying, pushing, and/or pulling
- Ability to lift 50 lbs.
- Frequent climbing and balancing
- Significant stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity required.
- Generally this job requires 25% sitting, 50% walking, and 25% standing
- This job is performed under some temperature extremes and some hazardous conditions

ACKNOWLEDGMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE SIGNATURE: _____ DATE: _____

Employee’s Printed Name

Date