

# NESPELEM SCHOOL DISTRICT

## Custodian / Maintenance Part-Time



<b>POSITION SUMMARY:</b>	<b>Classified Non-exempt Position</b> <b>5 Hrs. a day / 212 days</b> <b>Salary Range - PSE Pay Scale</b>
<b>SUPERVISOR:</b>	Facilities / Transportation Director
<b>ESSENTIAL FUNCTIONS:</b>	<p>The position of Custodian has the purpose of maintaining an attractive, sanitary and safe facility and grounds for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and ensuring that assignments are completed in a safe, proper and timely manner.</p> <ul style="list-style-type: none"> <li>➤ Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.</li> <li>➤ Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.</li> <li>➤ Recommends new products to supervisor and maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities, updates school Safety Data Sheets. Keeps accurate inventory of chemicals.</li> <li>➤ Assist with arrangement of furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, athletic events, and special events.</li> <li>➤ Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.</li> <li>➤ Paints various surfaces as may be required (e.g. walls, ceilings, etc.) for the purpose of maintaining facilities in operating condition.</li> <li>➤ Repairs furniture and equipment (minor repairs) for the purpose of ensuring items are available and in safe working condition.</li> <li>➤ Assists other personnel for the purpose of supporting them in the completion of their work activities.</li> <li>➤ Prepares facility at end of day (e.g. closing gates, building access doors, arming security systems, minor repairs, etc.) for the purpose of ensuring school facilities are secure.</li> <li>➤ Monitor buildings and grounds daily for areas needing repairs and maintenance.</li> <li>➤ Monitor and maintain irrigation system and pumps.</li> <li>➤ Monitor and regulate heat and ventilation system to provide appropriate temperatures and environmental conditions within the buildings. Provide maintenance and service to all HVAC systems including filter changing.</li> <li>➤ Provide routine service to all mowers, power sweepers, rakes, snow blowers, irrigation equipment, etc.</li> <li>➤ Perform routine mechanical, carpentry, painting, plumbing, roofing and basic</li> </ul>

	<p>electrical work outlined.</p> <ul style="list-style-type: none"> <li>➤ Perform major cleaing/maintenance, including stripping and refinishing floors, shampooing carpets, painting, repairing equipment, and minor remodeling as well as other work outlined.</li> <li>➤ Setup of building for events and meetings.</li> <li>➤ Responsible for distribution, inventory, rekeying and assignment of all building keys.</li> <li>➤ Other job duties as assigned by the Facilities / Transportation Director.</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>➤ High School Diploma or equivalent.</li> <li>➤ Washington State Driver's License required.</li> <li>➤ Experience with the use of a computer to complete work order systems and other work related functions.</li> <li>➤ Knowledge of the principles of heating, ventilation, sanitation and care of school buildings.</li> <li>➤ Knowledge of inventorying, ordering and storing all types of supplies.</li> <li>➤ Knowledge of floor refinishing and carpet care.</li> <li>➤ Proven ability to work independently and plan and complete tasks with minimal supervision.</li> <li>➤ Ability to establish and maintain working relationships that foster efficiency and productivity and promotes cooperation with administrators, fellow employees, students, faculty and the public.</li> </ul>
<b>WORKING CONDITIONS &amp; PHYSICAL REQUIREMENTS:</b>	<p>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 accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>The usual and customary methods of performing the job's functions require the following physical demands:</p> <ul style="list-style-type: none"> <li>➤ Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull.</li> <li>➤ Ability to lift up to 50 lbs.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>	<p>Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.</p>
<b>PROCEDURE:</b>	<ul style="list-style-type: none"> <li>• Application procedure can be found at <a href="http://www.nsdeagles.org">http://www.nsdeagles.org</a></li> <li>• Click on Job openings</li> <li>• Click on how to apply <ul style="list-style-type: none"> <li>➤ Position opens</li> <li>➤ Position opened until filled</li> <li>➤ Screening &amp; Interviews TBD</li> <li>➤ Position begins as soon as possible</li> </ul> </li> </ul>
<p>Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.</p> <p>Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, 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, will be requested from the Washington State Patrol &amp; FBI. Employment is conditional based upon completion of the record check.</p> <p>The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator- Mitzi Adolph and Section 504/ADA Coordinator Effie Dean.</p> <p style="text-align: center;"><b>Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.</b>  <b>Nespelem School District is an Equal Opportunity Employer</b></p>	