Job Title: Maintenance Specialist

Job Summary:
Under the direction and supervision of the director of maintenance or designee, this position will maintain buildings and grounds to meet safety and health standards as determined by district policy and by state and federal laws.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Maintains all safety and code requirements of the state, local and Board of Education guidelines.
- Perform all work in compliance with local, state and federal standards, regulations and codes.
- Use all hand and power tools to repair and service district facilities.
- Must be able to do or assist with concrete and masonry work.
- Install and repair ceramic tiles, flooring, and sheetrock.
- Insulate attics, cold/hot water piping, building envelopes etc.
- Repair asphalt on playgrounds and parking lots, stripe parking lots.
- Repair cabinetry and its mechanical parts; paint masonry, steel, and sheetrock; assist with roof repairs.
- Repair building envelopes, building mechanical, and building structural components.
- Must be able to use all grounds power equipment and hand tools.
- Mow the front of the schools, islands etc.
- Must be able to do or assist with irrigation installation and repairs.
- Install and repair playground equipment.
- Must be able to safely operate power lifts and power equipment.
- Observe all safety rules and regulations; perform all work in compliance with local, state and federal standards, regulations and codes.
- Communicate with the Director of Maintenance concerning goals and means of district energy conservation program.
- Accurately order and account for material, tools, and labor related to assignments.
- Observe and demonstrate proper operation of power equipment and related items to ensure the safety of the operator and fellow workers.
- Responsible for moving various items throughout the district.
- Declare, inventory, and dispose various surplus items throughout the district.
- Responsible for the recycling program throughout the district.
- If something occurs or is noticed that affects the safety of students, staff, and visitors inform supervisor immediately.
- Must be able to work various shifts, when required, as a result of extra-curricular activities or emergencies.
- Must be neat, clean, and dress appropriately.
- Ability to respond to district needs on an “on call” basis.
- Ability to read and follow plans and blueprints.
• Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
• Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
• Requires the use of multiple communication systems, such as electronic mail and computers.
• Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
• The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
• Professionally interact with colleagues, members of the public, and students.
• Comply with all District policies and all applicable laws.
• Perform special assignments and other duties as assigned or required by the supervisor.

Essential Physical Demands:
This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

• Ability to have close contact with various types of grass, shrubs, flowers, etc. with no allergies to these items.
• Ability to work with and around chemicals that may contain pesticides, fertilizers, gasoline, etc.
• Physical strength to perform strenuous outside work. Physical strength in back, arms, and legs to be able to rake leaves, shovel snow, load and unload power equipment, and carry items while performing the essential job functions.
• Required be in good physical health, capable of lifting up to 50lbs, working at various heights, and perform various types of physical labor for an 8 hour shift.
• Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday. Frequently reach above the head and forward.
• Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
• Required to stand and walk, use hands and fingers to handle or feel objects, be able to hear or talk to others, and have continuous use of hand strength to grasp tools.
• Must be able to climb and carry ladders and use power lifts up to 60 feet high.
• Capable of working at heights with no equilibrium or imbalance problems.
• Must be able to work in adverse weather conditions.
• Health and physical stamina to stand on feet for extended periods of time.
• Ability to work quickly and accurately in a fast paced environment.

Desired Skills:

• Knowledge of heating, plumbing, electricity, carpentry, welding, and commercial painting.
• Knowledge of small engine repair to perform service and repair on all types of gas engines including lawn mowers, trimmers, snow blowers, chain saws, and other related power equipment.
• Must be able to operate tools, power or hand, that are related to performing any of the essential job functions.
• Must have a basic understanding of general building maintenance.
• Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the
public.

- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

- Preference for a strong background in maintenance experience.
- Must obtain a CDL driver’s license within seven months of employment and maintain it throughout the duration of employment (paid for by the district).
- High School diploma or equivalent (documentation required at time of application).
- Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license.
- Ability to safely and legally operate a District provided vehicle.
- Ability to qualify and maintain qualification for District vehicle insurance coverage.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Maintenance/Grounds Specialist shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and Director of Maintenance. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.
Classification History:
Job description developed: January 2016 mmr
Job description revised: July 2017 bmr, lme

East Valley 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.