

**GRANITE FALLS SCHOOL DISTRICT  
POSITION DESCRIPTION  
MAINTENANCE AND CUSTODIAL LEAD**

**GENERAL SUMMARY**

The responsibilities of this position are to direct the duties and performance of operations staff, perform semi-skilled work in/on the district's facilities by performing duties related to plumbing, painting, carpentry, mechanical, electrical work, heating and ventilation, and act as lead security contact.

**ESSENTIAL FUNCTIONS**

The Operations Lead Worker will direct operations staff and prioritize and perform regular maintenance duties as outlined in the District Maintenance Manual to include the following:

1. Provide leadership in the operations department; implement district procedures; and coordinate decision-making processes with staff when applicable.
2. Provide guidance, discuss achievement and behaviors, encourage, motivate, coach, correct, direct and assign duties to operations staff.
3. Observe and provide feedback regarding performance of operations staff to Director of Business and Operations.
4. Administer records and provide periodic reports to administration; complete and maintain paperwork, logs, and files as necessary.
5. Remain accessible during school hours to take action on any situation which may arise.
6. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, roof membranes, bleachers, lockers, hardware, lighting, sports equipment; perform regular maintenance and vandalism repairs, as necessary, including interior/exterior painting and boiler operations; document repairs/maintenance as necessary.
7. Act as lead security contact and respond to emergency situations.
8. Coordinate and assist in set up and take down a wide variety of equipment and furniture for events, assemblies, food service, public use of school facilities and other functions; move a variety of equipment and furniture as needed to meet the needs of students, staff, and the public.
9. Coordinate major summer cleaning of facilities, including floor finishes, cleaning carpets, furniture, equipment, and repairs to prepare buildings for the start of the student school year.
10. Order and stock supplies/materials within scope of assignment; ensure disbursement of supplies/materials from the warehouse to schools.
11. Perform minor non-technical maintenance duties such as painting, carpentry, plumbing, and other minor needs.
12. Oversee maintenance of grounds which may include sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility.
13. Operate district dump truck and garbage truck.
14. May be required to perform essential functions of any of the other operations staff members.
15. Comply with all health and fire codes/laws, codes, and procedures for maintaining fire extinguishers, storage of supplies and disposal of garbage.
16. Observe all district safety policies and procedures and equipment maintenance and operation guidelines for district employee, student, and public safety; wear protective gear as necessary (ear/eye protection, gloves, etc.).
17. Secure and maintain all compliance certificates, permits, and documentation district-wide within scope of assignment.
18. Coordinate with city and county agencies as necessary for compliance requirements regarding district assignments and/or projects; inspect major work performed by contractors.
19. Communicate with Director of Business and Operations regarding work scheduling, project planning, and work progress; maintain effective communication with administration, students, parents, staff, sales representatives, and the public for safety, security and public relations;
20. Read and understand operations and maintenance manuals; attend appropriate training as required.
21. Serve as member of the operations team of the District; perform related duties consistent with the scope and intent of the position; provide assistance in support of the maintenance and custodial functions where requested.
22. Other duties as assigned by Director of Business and Operations.

**REPORTING RELATIONSHIPS**

Immediate Supervisor: Director of Business and Operations/day-to-day evaluations of work quality and annual evaluations.

**WORKING RELATIONSHIPS**

Works With: Directs all operations staff including custodians, grounds and maintenance/facility staff.

### **SPECIAL REQUIREMENTS**

High school diploma or GED; CDL Class B Endorsement; Ability and willingness to be on call 24 hours a day, 365 days per year, for security related call outs or issues; Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, may require pesticide license in the future; Current first aid and CPR certification.

### **CONDITIONS**

The list of essential functions is not exhaustive and maybe supplemented as necessary.

### **MENTAL DEMANDS**

Requires knowledge of routine repairs and maintenance, including some painting, electrical, carpentry, plumbing and other general maintenance; requires ability to learn the operation of a variety of equipment and tools; requires ability to learn the operation of a variety of equipment and tools; requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires excellent vision to perform detailed and precise work; requires good depth perception, balance, hearing, and hand/eye coordination; knowledge and understanding of product and equipment application/operation and safety, health and safety codes, standards, and procedures; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building; negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff, and public behaviors; will frequently experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to lead members of maintenance and custodial team; stress of 24-hour on-call first responder notifications.

### **PHYSICAL DEMANDS**

Exposure to changes in temperature and climatic conditions, wet/humid conditions, dust, equipment noise, toxic chemicals (such as paints, solvents, cleaning fluids, herbicide/pesticide agents); exposure to moving equipment, power tools, and machinery (including flying debris), vibration and jarring; requires standing, walking, sitting without restrictions; ability to stoop, bend, squat frequently, lift and carry objects weighing up to 25 pounds frequently; assistance for heavy lifting, carrying, pushing, and pulling available; must be physically capable of working from a kneeling and crawling position; frequently requires; occasionally requires working in confined spaces; requires work from ladder, scaffolding, and/or scissors-platform lift occasionally; requires no limitation in reaching, grasping, handling, and gripping; may be exposed to infectious diseases carried by students; may require restraining out-of-control students; requires good visual and hearing ability; requires work outdoors in any kind of weather.