

**GRANITE FALLS SCHOOL DISTRICT
POSITION DESCRIPTION
FACILITIES/MAINTENANCE**

GENERAL SUMMARY

The responsibilities of this position are to perform semi-skilled work in/on the district's facilities by performing duties related to plumbing, painting, carpentry, mechanical, electrical work, heating and ventilation.

ESSENTIAL FUNCTIONS

Prioritize and perform regular maintenance duties depending on assignment as outlined in the District Maintenance Manual to include the following:

1. Keep maintenance shop in a neat and orderly manner.
2. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, roof membranes, grounds, bleachers, lockers, hardware, lighting, playground/sports equipment; perform regular maintenance and vandalism repairs as necessary, including interior/exterior painting and boiler operations; document repairs/maintenance as necessary.
3. Respond to emergency situations.
4. 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.
5. Order and stock supplies/materials within scope of assignment; ensure disbursement supplies/materials from warehouse to schools.
6. Perform minor non-technical maintenance duties such as painting, carpentry, plumbing, and other minor needs.
7. Assist with maintenance of grounds as assigned, by sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility.
8. Comply with all health and fire codes/laws, codes, and procedures for maintaining fire extinguishers, storage of supplies and disposal of garbage.
9. 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, aprons, gloves, etc.)
10. Complete and maintain paperwork, logs, and records as necessary.
11. Secure and maintain all compliance certificates, permits, and documentation district-wide within scope of assignment.
12. Coordinate with city and county agencies as necessary with requirements of assignment/project; inspect major work performed by contractors.
13. Communicate with supervisor 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;
14. Read and understand operations and maintenance manuals; attend appropriate training as required.
15. Serve as member of the maintenance 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.
16. Other custodial duties as assigned by Director of Business and Operations.

REPORTING RELATIONSHIPS

Operations Supervisor for day-to-day evaluations of work quality and annual evaluations.

WORKING RELATIONSHIPS

Works With: Facilities/Operations Assistant, Building Custodial Staff.

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 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; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Exposure to changes in temperature and climatic conditions, wet/humid conditions, dust, equipment noise, toxic chemicals (such as paints, solvents, cleaning fluids); exposure to moving equipment 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 working at elevations up to 40 feet above ground level; occasionally working on roofs of single and two-story buildings; 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.

SPECIAL REQUIREMENTS

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license. Current first aid and CPR certification, depending on assignment.

CONDITIONS

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