

Shaw Island School District 10

Shaw Island, Washington

Position: Maintenance Worker

Maintenance Qualifications, Requirements, and Job Description

Preferred Qualifications

- Experience as facilities maintenance person or similar role
- Knowledge of maintenance equipment and tools
- Ability to work independently
- Willingness to follow instructions and school protocols
- Ability to pay attention to details and keep facilities sanitary, safe, and in good repair
- Ability to climb ladders
- Ability to lift 50 pounds

Requirements

- The Maintenance Person shall be responsible to the Administrator for the proper performance of his/her duties and is subject to the policies of the District and the applicable state rules, regulations, and statutes.
- The Maintenance Person shall be fingerprinted at the expense of the District.
- The maintenance position is part-time, and the work schedule shall be developed by the Administrator, in cooperation with the employee, in the best interests of the District.
- The Custodian shall be evaluated on the performance of the custodial tasks.

Job Description

- Inspect the buildings and grounds regularly to check for and correct all safety hazards.
- Maintain all school spaces so that school facilities are free from hazards, in good repair, and presentable at all times.
- Observe and make minor repairs (in the areas of plumbing, lighting, hardware, furniture, carpentry, etc.) as needed; and report to the Administrator those repairs he/she cannot accomplish.
- Apply preventative maintenance (well flushing, water testing—if certified, lock and hinge lubrication, etc.) so that major repairs are minimized; report to the Administrator any significant maintenance problems which might require contractual services.
- Regularly review the Maintenance Task List and implement schedules as indicated. Make recommendations to the Administrator for changes and additions as appropriate.
- Maintain school facilities and carry out the functions described in the Custodial Task List.
- Perform such other custodial duties as may be assigned by the Administrator.