

# OLYMPIA SCHOOL DISTRICT NO. 111

## Job Category: Maintenance

Posting Dates: August 10 – 16, 2017

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date. Out-of-district applicants please apply through Public Schools Personnel Cooperative @ [www.teachinginwashington.com](http://www.teachinginwashington.com)

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
Maintenance Worker - Skilled	8.0 hpd/Continuing	Support Service Center
<p><b>Candidates are required to have a Low Voltage Electrical License, National Institute for Certification in Engineering Technologies, Level 2, or Boiler/Fireman Level 5.</b></p> <p><b>Job offer is contingent upon successfully passing fit for duty test.</b></p> <p><i>Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory functional employment screening designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required functional employment screening. The functional employment screening will be conducted at no cost to the successful applicant.</i></p> <p><i>Teamsters Salary Schedule</i></p>		

**Job Purpose Statement/s:** The job of "Maintenance Worker - Skilled" is done for the purpose/s of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; documenting information; and resolving immediate operational and/or safety concerns.

### Essential Job Functions:

- \* **Coordinates** with other staff for the purpose of completing projects/work orders efficiently.
- \* **Directs** assigned maintenance support personnel for the purpose of ensuring work is completed safely and accurately and in a timely manner.
- \* **Inspects** facilities, systems and their component machinery requiring skilled maintenance trades (i.e. electrical, HVAC, boiler, plumbing, security, etc.) for the purpose of identifying potential repairs and providing an ongoing program of preventive maintenance.
- \* **Installs** machinery and equipment requiring skilled maintenance trades (i.e. electrical, HVAC, boiler, plumbing, security, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- \* **Prepares** documentation for the purpose of providing written support and/or conveying information.

- \* **Procures** equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- \* **Repairs** systems requiring the skills of maintenance trades (i.e. electrical, HVAC, boiler, plumbing, security, etc.) for the purpose of maintaining facilities in safe, comfortable and operating condition.
- \* **Responds** to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns.
- \* **Transports** various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

#### **Other Job Functions:**

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Designs** systems/projects for the purpose of implementing new layouts.
- \* **Requests** quotations for the purpose of providing cost information, purchasing and securing items.

#### **Job Requirements - Qualifications:**

- \* **Experience Required:** Prior job related experience in one or more crafts.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate hand and power tools used in crafts, read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc.

*Knowledge* of methods and use of materials, tools and equipment used in crafts, appropriate building codes, standards for safe use of equipment.

*Abilities* to stand for prolonged periods, perform a variety of skilled tasks, understand and carry out oral and written instructions, establish priorities, work independently with minimal supervision. Significant physical abilities include lifting/carrying/ pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near visual acuity/depth perception.

- \* **Education Required:** High School diploma or equivalent.
- \* **Training Required:** Proficiency in appropriate trade.
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance. Applicant should hold a valid license in one or more of the following: Low Voltage Electrical license, National Institute for Certification in Engineering Technologies Level 2, or Boiler/Fireman Level 5.

## **Application Procedure for Out-of-District Candidates**

Apply through Public Schools Personnel Cooperative @ [www.teachinginwashington.com](http://www.teachinginwashington.com)

*If you share our commitment to provide challenging opportunities  
For all students to be successful, we'd like to hear from you!*

Olympia School District 1113 Legion Way SE Olympia, WA 98501  
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

**Equal Employment Opportunity:** The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.