

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Maintenance

Posting Dates: September 14 – 20, 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.

| Position | Hours/FTE | Location |
|---|---------------------------|-------------------------------|
| Assistant Maintenance Warehouse – Food Delivery | 8.0 hpd/Continuing | Support Service Center |
| <i>Successful applicant will be required to pass a job specific medical evaluation within the first 90 days of assignment. 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 physical examination 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 physical examination. The physical examination will be conducted at no cost to the successful applicant.</i> | | |
| <i>Salary: Teamsters Salary Schedule - \$14.90 – 18.88 per hour</i> | | |

Job Purpose Statement/s: The job of "Assistant Maintenance/Food Service Delivery Driver" is done for the purpose of pick-up and delivery of food service goods and equipment and to assist in the performance of maintenance tasks as assigned.

Essential Job Functions:

- * **Drives** vehicles for the purpose of picking up and delivering supplies and equipment to designated sites.
- * **Inspects** equipment for the purpose of maintaining equipment in safe operating condition.
- * **Prepares** documentation for the purpose of providing written support and/or conveying information.
- * **Prepares** orders for the purpose of loading items onto vehicles.
- * **Receives** stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are all correct.
- * **Stocks** equipment and supplies for the purpose of maintaining required inventory levels.
- * **Assists** with or performs (depending on qualifications) maintenance tasks throughout the District as assigned.

Other Job Functions:

- * **Maintains** vehicles for the purpose of ensuring safe operation of vehicle.
- * **Other** related duties as assigned.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience.

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

Skills to operate material handling equipment and tools, perform basic math to calculate quantities of items, use calculator and computer, maintenance hand and power tools, safely drive utility vehicle.

Knowledge of methods of receiving, storage, delivery of materials, methods of materials handling, safe driving practices.

Ability to sit and walk for prolonged periods, understand and carry out oral and written instruction, walk and/or drive for extended periods, read maps and schedules, adhere to route schedules, maintain written records. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception.

* **Education Required:** High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

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 in need of translation services are asked to notify the Personnel Office at least three days prior to the date on which the requested accommodation is needed. Personnel Officer: Voice: **(360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.**