

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Maintenance

Posting Dates: May 12 – 18, 2021

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 Human Resources at 360-596-6185 before the deadline.

Position	Hours/FTE	Location
Assistant Maintenance - Food Truck	8.0 hpd/Temporary	Support Service Center
<i>This temporary position is Monday through Friday, 6:30 am – 3:00 pm.</i>		
<i>Ideal applicant will have a good driving record and evidence of insurability.</i>		
<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 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>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
<i>Teamsters Salary Schedule: \$17.36 - \$21.94</i>		

Job Purpose Statement/s: The job of “Delivery Driver” is done for the purpose/s of transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders.

Essential Job Functions:

- Drives vehicles for the purpose of transporting orders to designated sites.
- Maintains vehicles for the purpose of ensuring safe operation of vehicle.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares shipments for the purpose of filling orders.
- Unloads items for the purpose of distributing shipment to assigned site locations and/or individuals.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills to safely drive utility vehicle.

Knowledge of safe driving practices.

Abilities to walk for prolonged periods, understand and carry out oral and written instruction, 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, far visual acuity/depth perception/visual accommodation/field of vision.

- **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:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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 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.