

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Teamster - Maintenance

Posting Dates: August 02 – 06, 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
Maintenance Foreman	8.0 hpd/Temporary	Support Service Center
<i>This temporary position will typically work Monday – Friday, 7:00 am – 3:30 pm, with availability to work after hours for emergencies.</i>		
<i>This vacancy may create a subsequent vacancy when filled. Please contact Human Resources by the closing date of a temporary position posted in order to be considered for the subsequent vacancy.</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>		
Salary: Teamsters Salary Schedule - \$38.45 per hour		

Job Purpose Statement/s: The job of "Maintenance Worker - Lead" is done for the purpose/s of maintaining facilities in safe operating condition; maintaining a preventive maintenance program; documenting information, resolving immediate operational and/or safety concerns, ensuring assignments are completed in a safe, proper and timely manner and directing assigned workers as necessary.

Essential Job Functions:

- **Builds** items (e.g. counters, temporary partitions, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- **Directs** personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- **Inspects** system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.)) for the purpose of identifying potential repairs and providing an ongoing program of preventative maintenance.

- **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** system components (e.g. parts, equipment and facility appurtenances (i.e. sidewalks, fences, roads, etc.)) for the purpose of maintaining facilities in a 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.
- **Installs** system component parts, playground, classroom and office equipment and facility appurtenances (e.g. sidewalks, fences, roads, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.

Job Requirements - Qualifications:

- **Experience Required:** Prior job related experience with increasing levels of responsibility.
- **Skills, Knowledge and/or Abilities Required:**

Skills to operate hand and power tools used in general maintenance functions, perform basic math to calculate measurements, quantities, etc.

Knowledge of methods and use of materials, tools and equipment used in general maintenance functions, standards for safe use of equipment.

Abilities to stand for prolonged periods, follow oral and written instructions, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. 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.
- **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, kturcotte@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.