

ESSENTIAL DUTIES AND RESPONSIBILITIES - Continued:

- * Plans and adjust bus routes to ensure efficiency in time and resources;
- * Assign bus drivers to routes and extra trips;
- * Ensure bus drivers meet all the state, BIE, and BIA training, licensing, and medical requirements;
- * Shall be conscious of and monitor energy use in all buildings;
- * Responds appropriately and quickly to any/all emergency situations involving facilities/grounds (i.e., cleans up body fluids, unplugs plumbing, broken valves, etc.);
- * This position requires constant interaction with children and staff and requires an ability to remain organized, firm and pleasant;
- * Plans, coordinates, and implements seasonal work;
- * During the snow removal season, listen to television news, radio reports and visually assess any accumulations early enough to determine whether plowing snow/de-icing is necessary.
- * Notify additional personnel when appropriate and advises the Superintendent when the severity of a storm and/or road conditions may impact or possibly delay or cause the closure of school, transportation and kitchen departments;
- * Evaluates, dispatches, and monitors work orders in a timely fashion;
- * Troubleshoot and diagnose system components (HVAC, refrigeration, boilers, etc.);
- * Develops and implements training programs for maintenance, grounds, and custodians in product usage or special skills;
- * Interviews sales reps, evaluates new materials and equipment;
- * Prioritizes and completes work requests in a timely manner;
- * Hauls garbage, performs routine custodial, electrical, plumbing, carpentry and other necessary maintenance and repairs throughout the schools;
- * Logs all maintenance and operations time and expenses in the BIE's maintenance tracking system (currently Maximo) or assists other assigned personnel;
- * Serves as a substitute bus driver when needed;
- * Maintain all defibrillators, replenishes all first aid kits and emergency supply bags; and,
- * Other duties as assigned.

Administrative:

As requested or directed by the Superintendent, be responsible for and maintain records for various programs such as:

- * Environmental matters, including but not limited to Asbestos, underground fuel tanks, florescent lights, ballasts, air quality, recycling, water quality, safety (such as outside lighting and building security), building radon levels, and pest control;
- * Emergency lighting, outdoor lighting, fire control systems, and emergency preparedness;
- * Coordinates yearly medical monitoring requirements of custodial staff with physicians.
- * Serves as Quileute Tribal School Safety Officer and investigates any/all employee accidents, schedules and conducts quarterly safety meetings, and provides safety training as needed;
- * Follows and implements directives from the Superintendent;
- * Conduct and/or attends meetings with elected members, supervisor, and principal;
- * Maintain records and files (safety check lists, asbestos inspections, MSDS notebooks, health and environmental surveys and inspections, etc.);
- * Provides orientation and training for all new maintenance and operations employees and bus drivers within the first 10 days of their employment;

Administrative - Continued:

- * Material Data Safety Sheets (MSDS); also known as Worker Right to Know. Comply with WISHA WAC 296-62-054. Catalog and maintain data sheets on all products used in the District.
- * Coordinate YOP with the Quileute Tribe and supervise students assigned to QTS. Develop job descriptions, follow and implement YOP guidelines, keep accurate time cards, submit and/or mail on a predetermined time frame, complete timely evaluations.
- * Dangerous Waste Regulation (Hazardous Waste, Underground Tanks) and reporting requirements according to WAC 173-303.
- * Work with the Superintendent, as necessary, to select and work with contractors, write and evaluate bids, supervise contractor's work, etc.
- * Responsible for maintaining appropriate school records including all blueprints, specification, maintenance and operation manuals, playground equipment maintenance records, etc.
- * Computer literate. Ability to use, comprehend and reference users guides for the following Word, Excel, calendar, Maximo, and, when needed, HVAC software;
- * Diagram district property and develop computerized drawings for projects such as moving portable classrooms, electrical estimates, property boundaries, remodeling of classrooms, etc.
- * Evaluates and develops performance improvement plans for maintenance, grounds and custodial employees. Conduct inspections, reviewing with employee and when a non-acceptable pattern is discovered, conduct remedial sessions. Keep a log of employee activities and use for yearly evaluation that includes presenting facts gathered, outlining the employee's expected improvements and or disciplinary actions; identifying their strengths; and providing written and verbal commendations.
- * Compiles list of surplus items and verifies with supervisor. Submits list to Superintendent for school board approval. Prepares advertisements in approved format, and oversees, assigns staff and provides direction in sale and disposal of surplus items.
- * Perform minor vehicle and equipment services such as checking/adding oil, cleaning battery connections, and record keeping.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Skilled in all tools needed for this position (i.e., plumbing, electrical, carpentry, painting, and cleaning).
- * Knowledge of all safety procedures for tool operation.
- * Able to work in heights up to 30 feet.
- * Reads blueprints.
- * Lift 50 pounds.
- * Effective writing and oral communication skills.
- * Computer operations (HVAC software, calendars, word processing and math software, and Maximo).
- * Building and grounds safety.
- * Complete and maintain CDL necessary to drive school bus.
- * HVAC controls and systems.
- * Maintains records, diary, and logs.

EDUCATION AND/OR EXPERIENCE: High school diploma, and preference for applicants who have completed training program(s) in electrical, carpentry, and/or plumbing. Must have a valid first aid card (or willing to earn one in the first 90 days of employment) and a valid Washington State drivers license.

MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED: Computers, carpet extractor, vacuum cleaner, floor buffer, table saw, arc and oxygen/acetylene welders, skill saw, roto hammer, snow blowers, Sawzall, centrifugal pumps, drill press, washer/dryer, ladders, scaffolds, man-lift, hand and power tools associated with carpentry, plumbing, and electrical.

VEHICLES OR MOVING EQUIPMENT USED: Lawn tractor, lift, backhoe, mowers, four-wheel drive pickup, automobiles, hand and chair carts. Must be willing to serve as substitute bus driver.

TRAINING REQUIRED: On the job training may be provided by the Superintendent, insurance pool, Educational Service District, Bureau of Indian Education, Bureau of Indian Affairs, Department of Interior, vendor(s), on-line webinars, and/or workshops. Training also required in school policies, HIV/AIDS, Blood Borne Pathogens, Active Shooter, Safety, Hepatitis A and B, safe lifting, self-insured program, telephone system, Maximo, building security system, and other training as assigned.

LANGUAGE SKILLS: Ability to read, analyze, and interpret written materials. Ability to effectively communicate and present information to children, vendors, contractors, volunteers, employees, and others as needed in English.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand, sit, climb or balance, stoop, kneel, crouch, and or crawl.

The employee must regularly lift and/or move up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will frequently be in a building with carpeting and propane and electrical heating systems. The employee may

occasionally work in outside weather conditions (i.e., transporting equipment from one building to another, snow removal, de-ice, grounds maintenance, etc.), and in remote locations such as portables, playfields, and district storage.

The noise level in the work environment is usually moderate. During custodial and maintenance activities, the noise level may be extreme requiring ear protection.

HAZARDS/OBSTACLES: Employees are frequently exposed to hazards such as chemicals, paint (fumes), dust particles (confined space in sawdust collector); Grounds, open ditches, trenching, power mower (operating mower on hillside); storing and handling of grounds maintenance chemicals (fertilizer, herbicide, pesticide); exposure to agriculture chemicals, and other unforeseen hazards such as electrical shock, weather related conditions (ice, flooding, heat, cold). Possibilities exist for hearing and visual impairment.

UNPROTECTED HEIGHTS: Custodial and maintenance activities frequently require working on a roof; A number of activities require working from scaffolding and ladders while changing filters on ceiling suspended HVAC units, light bulbs, scoreboards, painting, cleaning, stocking , removing supplies storage shelving.

AMOUNT OF DAY SPENT:	(Hours at one time)	(Hours during full day)
Sitting	1 hour	4-hour
Standing	15-30 minutes	3-4 hours
Walking	15-30 minutes	3-4 hours

WORK/REST CYCLE: Two 15-minute breaks; 30-minute lunch.

EMPLOYEE WORKS: Inside 5 hours; Outside 3 hours; Total 8 hours

* NOTE: Hours may be adjusted by the district to meet maintenance requirements.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:
REQUIRED ACTIVITIES**

(Rarely = 0 to 10%, Occasionally = 10 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Rarely	Upper body	0-40	Vacuuming, sweeping, Cleaning, painting, and shoveling picking up items
Stoop/Bend	Rarely	Legs, lower body	0-40	
Squat	Rarely	Legs, lower body	0-40	
Kneel	Frequently	Legs, lower body	0-40	cleaning, repairing equipment
Crawl	Rarely	Arms, legs knees	0-20	cleaning, repairing equipment
Push/Pull	Occasionally	Arms, legs	0-40	Vacuuming, using doodle bug, moving furniture
Climb	Occasionally	Legs	0-40	Stairs, steps, ladders
See	Constantly	Eyes	N/A	Cleaning, installing equipment/furnishings,

REQUIRED ACTIVITIES – Continued:

	Frequency	Body Part	lbs.	Activity
Hear	Constantly	Ears	N/A	repair machines; writing notes/diary, computer, reading directions, Material Safety Data Sheets Monitoring equipment, listening to questions, comments, and directions of Superintendent

REQUIRED LIFTS

	Frequency	Body Part	Lift - Distance	Activity
0-40 lbs.	Rarely-Occasionally	Legs, arms	Floor to waste 1-30' - 8'	Using vacuum; lift waste containers, copy paper, books,
0-20 lbs.	Rarely	Legs, arms	Floor to shoulder 1-72' - 50'	Buffer, carpet extractor, waste containers; unload commodities; ship-ments
0-40	Never	Legs, arms	Floor to over shoulder 1-96" – 3'	Stacking and/or storing supplies, paper, books

REQUIRED CARRY

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Occasionally	Arms, legs	1' to 60'	Using vacuum, waste containers,
10-40 lbs.	Rarely-Occasionally	Arms, legs	1' to 60'	Using vacuum, ladders, copy paper, surplus items,

REQUIRED REACH AND HANDLE

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Rarely-Occasionally	Arms	0-10/3'	Cleaning, dusting bulletin/white/chalk boards, changing light bulbs, filters, door hardware; windows, changing ballasts

REQUIRED REACH AND HANDLE – Continued:

	Frequency	Body Part	Weight/ Distance	Activity
Reach at Shoulder	Rarely-Occasionally	Arms	0-10/3'	Cleaning, dusting bulletin/white/chalk boards; changing light bulbs, filters, door hardware; windows,
Reach Below Shoulder	Rarely-Occasionally	Arms	0-10/3'	Same as above
Manual/Finger Dexterity	Rarely-Occasionally	Arms, wrists, fingers	0-10/3'	Computers, filing, sorting paper,

SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must, by definition, be specific and related to the job.

Key to Environmental Factors Rating

NP = Not present in the Job Environment

R = Rarely - Under 10% of Work Day

O = Occasionally - 10 to 33% of the time

F = Frequently- From 33% to 67%

C = Constantly - 67% to 100%

Environmental Conditions:	Key	Comments:
1. Inside 65%	F	Tend to district work orders, water leaks, repairs, and administrative duties. Cleaning floors, windows, working on equipment
Outside 35%	O	Hauling garbage, mowing, trenching, digging, changing/moving sprinklers, cleaning/painting outside
2. Extreme Cold	R	Snow/ice removal, outside work
3. Extreme Heat	R	Working in classrooms during hot part of the year or outside
4. Wet/Humid	F-C	Hauling garbage, cleaning outside of building, outside maintenance and grounds

SUMMARY OF ENVIRONMENTAL CONDITIONS AND RATINGS – Continued:

5.	Noise (in Decibels)	80 decibels (est)	Grinders, welder, generator, air compressor(s), mower(s), weed eater
6.	Hazards		
	a. Mechanical	R-O	Electric motors
	b. Explosives	NP	
	c. Electrical	R-O	HVAC, circuit panels, outlets
	d. Radiant Energy	R-O	
	e. Burns	R-O	
	f. Sprays	R-O	To maintain and/or eradicate lawns, weeds, bugs, etc.
	g. Other hazard(s)	R-O	Wet surfaces (slipping), cutting edges (mower blades), heights
7.	Atmospheric Conditions		
	a. Fumes	R-O	Cleaning solvents
	b. Mists	R-O	HVAC
	c. Odors	R-O	Cleaning solutions, bleach, sprays for bugs, weeds, etc.
	d. Gases	R-O	Exhaust from mower, vehicles
	e. Dusts	R-O	Dust from linoleum, carpet, playing fields and lawn areas, traffic, cleaning
	f. Poor ventilation	R-O	Old facilities (round building, tractor shed, and custodian/grounds area near district office
	g. Other atmospheric hazards	NP	
8.	Protective clothing/Devices		Rubber/latex gloves, protective shoes with non-slip soles (no open toes, sandals, thongs or slippers), long pants (no shorts or skirts). Additional equipment may be necessary depending on the type of activity (dust mask, steel tipped shoes, etc.).