

## JOB DESCRIPTION - ASSISTANT CUSTODIAN/MAINTENANCE

POSTED: 19 MAY 2025

CLOSES: Upon Selection of Qualified Candidate

### TERMS OF EMPLOYMENT - CUSTODIAN

Pay Range: \$19.05 to \$25.57

Hours: Fulltime

Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD

Supervisor: Maintenance Supervisor

Start Date: Immediate or as soon as practical

### TERMS OF EMPLOYMENT - MAINTENANCE

Pay Range: \$19.66 to \$24.38

Hours: Fulltime

Benefits: Medical, Dental, Vision, Retirement, Life, AD&D, LTD

Supervisor: Maintenance Supervisor

Start Date: Immediate or as soon as practical

### QUALIFICATIONS:

1. Possess physical ability and stamina to do custodial work
2. Have initiative to work without direct supervision
3. Have dress and appearance that illustrates neatness
4. Possess patience to work around school-age children
5. Have interest in welfare of school-age children
6. Have an aptitude for custodial work
7. Able to lift and move 50 lbs.
8. Able to go up/down a ladder
9. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

### ESSENTIAL JOB FUNCTIONS:

1. Responsible for good health and sanitation within the school. MUST RECOGNIZE DIRT!
2. Sweeps, dusts, mops and scrub floors – refinishes, seals and waxes floors
3. Vacuums rugs and carpets
4. Dusts and/or washes walls, woodwork, light fixtures, windows, Venetian blinds, furniture and other school equipment
5. Paints and/or refinishes building surfaces as necessary
6. Maintains and cleans lavatories and locker rooms
7. Keeps sidewalks and driveways clear
8. Responsible for care and use of equipment
9. Makes minor repairs and adjustments on furniture and equipment
10. Replaces lamps and fuses
11. Responsible for security of the building and grounds. Secures grounds and building entrances; continuously checks for fire and safety hazards
12. Responsible for general good appearance of grounds surrounding his/her assigned building(s)
13. Responsible for set up and removal required for special events
14. Any other duties or responsibilities as assigned

### QUALIFICATIONS:

1. Possess physical ability and stamina to do maintenance work
2. Have initiative to work without direct supervision
3. Have dress and appearance that illustrates neatness
4. Possess patience to work around school-age children
5. Have interest in welfare of school-age children
6. Have an aptitude for maintenance and grounds work
7. Able to lift and move 50 lbs
8. Able to go up/down a ladder
9. Ability to operate standard technical and mechanical equipment and tools
10. Must have knowledge in some of the following skill sets, heating, roofing, plumbing, electrical, grounds and painting systems
11. Successfully completes a criminal history and fingerprint check through the Washington State Patrol and FBI

### ESSENTIAL JOB FUNCTIONS:

1. Perform maintenance, operation and repair of electrical, mechanical and structural systems of buildings, grounds and utility distribution
2. Will perform carpentry, painting, plastering, plumbing, mechanical and electrical duties
3. Will perform general grounds care duties (watering, mowing, fertilizing, pruning, weeding, etc.)
4. Will direct fabrication of equipment and materials constructed in accordance with proper requirements
5. Will operate power tools and equipment.
6. Will operate automatic equipment
7. Performs general tune-ups utilizing diagnostic equipment
8. Cleans and organizes the shop, parts room and other maintenance facilities
9. Implement preventative maintenance programs
10. Make emergency repairs, and address safety concerns
11. To adjust priorities daily to meet the needs of district maintenance
12. Any other duties or responsibilities as assigned

### APPLICATION PROCEDURE:

District employees need to submit a letter of interest and an updated resume. Employee candidates applying for a district position who are not currently employed by the district must submit a completed Employee Application and Background Check Form (available on

website or at the front office), a letter of interest and a resume. Only application packets that are fully completed will be considered.

The Wahkiakum School District is a Drug & Tobacco Free workplace.

**Immigration Reform and Control Act Requirement:** New employees will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to RCW 43.43.830 through RCW 43.43.840, new employees will be required to complete a disclosure form indicating any convictions of crimes against persons as listed in the law. In addition, a background check based on fingerprints will be requested from the Washington State Patrol and the Federal Bureau of Investigation.

**Job Sharing:** Pursuant to RCW 28A.405.070, the district will accept applications from individuals wishing to share a position.

#### **NOTICE OF NONDISCRIMINATION**

Wahkiakum School District is an Equal Opportunity district in education programs, activities, services, and employment. Wahkiakum School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 500 S 3rd St, Cathlamet, WA 98612, who have been designated to handle questions and complaints of alleged discrimination:

#### **Title IX Coordinator, Section 504/ADA Coordinator, Civil Rights Compliance Coordinator**

Patti Phillips, HR

(360)795-3971

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