

**EAST VALLEY SCHOOL DISTRICT NO. 90**

2002 BEAUDRY ROAD

YAKIMA, WA 98901

(509) 573-7300

FAX 573-7340

05/13/2019

2018-13276

**POSITION ANNOUNCEMENT**

**CLASSIFIED**

**GROUND / CUSTODIAN / MAINTENANCE**

**MAINTENANCE DEPARTMENT**

**POSITION COMMENTS:**

- Temporary position
- Non-Continuing position thru August 30, 2019
- Monday – Friday; 8.0 hours per day (6:00 a.m. – 2:30 p.m.) Starting hours may vary.
- Health insurance benefits are available to employees who are employed at least 4.0 hours per day. The monthly insurance allocation will be on an FTE basis to eligible full-time and part-time employees.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or Equivalent
- Minimum of two years job related experience.

**Application Procedure:**

In-district candidates must submit a letter of interest and resume (optional) to Sheryl Seaman, Human Resources Director, District Office. The letter must include the position desired and the individual qualifications for the position.

Other Applicants must apply here: [evsd90jobs.hrmlplus.net](http://evsd90jobs.hrmlplus.net) Online job Center

For a complete job description, please see below.

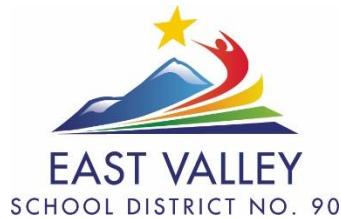
***CLOSING DATE: OPEN UNTIL FILLED***

**Immigration Reform and Control Act Requirements:** The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

**Disclosure Statement and Background Check:** Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check will be requested from the Washington State Patrol.

**Job Sharing:** Pursuant to Chapter 206, Laws of 1989, East Valley is willing to accept and consider applications from individuals wishing to job share.

**Equal Opportunity Employer:** East Valley School District No. 90 does not tolerate discrimination in connection with any programs, activities, or employment based on race, color, national origin, sex, sexual orientation, including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance procedures may be directed to the school district Title IX, Section 504/ADA, and Civil Rights Coordinator, Mr. Russ Hill, 2002 Beaudry Road, Yakima, WA 98901, hill.russell@evsd90.org or (509) 573-7300. You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination 3210 policy and procedure, contact your school or district office or view it online at [www.evsd90.org](http://www.evsd90.org).



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### **JOB DESCRIPTION**

#### **Grounds & General Maintenance**

##### **Purpose Statement**

The job of Grounds & General Maintenance was established for the purpose/s of maintaining grounds and facilities for staff and the public in safe operating condition; and performing general maintenance to resolve immediate operational and/or safety concerns and provide for preventative maintenance. This job is distinguished from similar jobs by the following characteristics: The functions of the position apply primarily to grounds keeping and the general maintenance of District equipment and facilities.

##### **Essential Duties and Responsibilities**

- Applies pesticides and/or chemicals for the purpose of ensuring that spraying is done in compliance with federal, State and District requirements.
- Assists other maintenance personnel as may be required for the purpose of ensuring an effective and efficient work environment.
- Cleans grounds and related areas (e.g. gutters, drains, filters/screens, snow removal, etc.) for the purpose of preventing flooding and removing hazards.
- Completes employer required training (e.g. blood borne pathogens, first aid, CPR, chemical application) for the purpose of receiving information and maintaining current knowledge regarding specific job and/or district, state, and federal rules, regulations, policies and procedures and laws.
- Inspects grounds and equipment (e.g. playground equipment, fences, irrigation systems, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Maintains landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, concrete areas, parking lots, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Performs general maintenance work (e.g. roof, welding, cabinetry, ceiling, carpentry, electrical, concrete, masonry, glazing, insulation, painting, grounds, irrigation, etc.) for the purpose of maintaining facilities in a safe condition, enabling full educational use of facilities at all times.

- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prepares grounds and athletic fields (e.g. assemblies, measuring & painting lines, etc.) for the purpose of providing adequate, attractive and safe areas within the district facilities.
- Procures supplies and materials for the purpose of maintaining inventory and ensuring availability of required items.
- Recommends supplies and equipment for purchase for the purpose of maintaining the inventory of district owned hand tools, equipment, hardware, materials and supplies.
- Repairs various items, systems and/or components (e.g. district vehicles, maintenance equipment, roof patch, domestic waterline, irrigation systems, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Utilizes the maintenance work order system for the purpose of prioritizing, scheduling, and documenting work activities.
- Assist with custodial cleaning in buildings in off season of after sporting events.
- Resolve conflict in a proactive, problem-solving manner.
- Foster and maintain strong productive relationships with district employees, vendors and contractors, and other community members.
- Communicate a positive image of the employer.
- Uphold East Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.
- Other duties as assigned.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in grounds maintenance including snowplowing, snow shoveling, mowing, power driven equipment, tractor, mowers, etc.; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and

methods, techniques, materials used in ground maintenance; and safety and codes requirements of Federal, State and local District guidelines.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions. Obtain an applicators license to apply pesticides and/or chemicals within one year of employment.

#### **RESPONSIBILITIES**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under some temperature extremes and under conditions both hot and cold with exposure to risk of injury and/or illness.

#### **Education and Experience:**

1. High school diploma or equivalent.
2. Minimum of two (2) years job related experience required.

#### **Clearances:**

Criminal Justice Fingerprint/Background Clearance

#### **Reports To:**

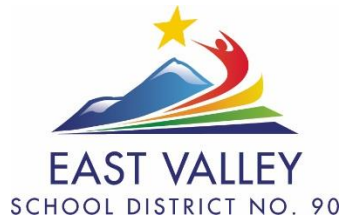
Maintenance Supervisor

#### **Certificates & Licenses:**

Driver's License and Evidence of Insurability  
Private Applicator License

#### **Continuing Educ. / Training:**

Maintain Valid Licenses



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### JOB DESCRIPTION Custodian

#### Essential Duties and Responsibilities

- Open buildings and prepare them for use.
- Use power equipment and hand tools such as broom, mop, squeegee, buffer, polisher, and vacuum required for cleaning and general maintenance of floors, walls, carpets, and furniture.
- Fix minor plumbing problems and do minor maintenance on buildings.
- Set up and remove furniture required for special events, meetings, etc.
- Replace light bulbs, tissue, and other rest room supplies.
- Wash windows.
- Clean and sanitize toilet/shower rooms and fixtures.
- Empty wastebaskets and trash containers. Clean chalkboards and erasers, dust furniture, sweep, mop, and polish floors, and vacuum carpets.
- Maintain building security when facilities are not in use by checking for unlocked doors and unauthorized occupants.
- Clean sidewalks and parking lots, rake leaves, mow grass, and help maintain district grounds; paint; shovel snow and ice when required.
- Read and interpret written instructions and labels on chemicals and supplies.
- Resolve conflict in a proactive, problem-solving manner.
- Foster and maintain strong productive relationships with district employees, vendors and contractors, and other community members.
- Communicate a positive image of the employer.
- Uphold East Valley School Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.
- Other duties as assigned.

#### Minimum Qualifications

- Ability to bend from waist down or stoop frequently.
- Ability to perform tasks in other fields; and perform other tasks as assigned.
- Be able to work with many different chemicals without affecting health.
- Lift 100 lbs. occasionally and up to 50 lbs. frequently.
- Climb and descend ladders up to 30 feet.
- Be on feet for an eight-hour shift.
- Perform repetitive motions such as mopping, sweeping, dumping garbage cans, etc.
- Must be organized and dependable.

#### Education and Experience:

3. High school diploma or equivalent.
4. Minimum of two (2) years job related experience required.

#### Clearances:

Criminal Justice Fingerprint/Background Clearance

#### Reports To:

Maintenance Supervisor