

Brinnon School District
Maintenance Staff Member

Responsibilities:

1. Routine maintenance work as directed by supervisor.
2. Coordinate federal, state, and local inspections and compatible reports as requested by a supervisor or required by law. Complete and maintain reports.
3. Bi-annually inspect all areas of asbestos and complete report for Asbestos Hazardous Emergency Response Act (AHERA).
4. Maintain inventory of maintenance related equipment.
5. Maintain, monitor performance of, and provide or schedule annual service for the following equipment. Document service and maintenance in an orderly manner:
 - a. Building security system
 - b. Refrigerators & freezer
 - c. Furnace
 - d. Building filters
 - e. Appropriate areas on septic system.
 - f. All lawn and other equipment
 - g. Playground equipment
 - h. Sewer disposal system
 - i. Grease trap
 - j. Water quality
 - k. Other systems or equipment as necessary
6. Monitor and repair (coordinate repair with outside companies, as needed, in coordination with supervisor).
 - a. Plumbing, plumbing fixtures
 - b. Electrical and electrical fixtures
 - c. Doors
 - d. Windows
 - e. Ceiling panels
 - f. Floors
 - g. Walls
 - h. Roof
 - i. Gutters
 - j. Walls – exterior and interior
 - k. Other building systems.
7. Maintain building security by checking for open doors and windows, when on campus.
8. Respond to calls from District security alarm provider and schedule annual inspection/service of the system.
9. Perform building inspection for safety regularly and following emergency evacuation.
10. Program and maintain bell system.
11. Update and maintain reader board, if it is not electronic.

12. Paint/touch up paint as needed.
13. Perform other duties as assigned.

Other duties

1. Ensure that maintenance tools and equipment are in good repair. Maintain maintenance records on all equipment.
2. Report needed repairs and safety hazards to the supervisor.
3. Request maintenance supplies and equipment as needed.
4. Provide custodial services for school and public events, as requested by supervisor, which includes setup, take down, opening, closing, and building security.
5. Attend professional development or district meetings, as determined by the supervisor.
6. Other duties as assigned by the supervisor.

Qualifications

1. High school diploma or equivalent
2. Ability to read and follow directions
3. Ability to communicate and work effectively with staff, community, and agencies
4. Ability to work unsupervised
5. Sufficient strength to perform maintenance duties
6. Be able to lift 50 pounds
7. Ability to perform maintenance and general repairs
8. HVAC experience and knowledge preferred
9. Pre-employment physical at the expense of the District

Time

An average of 40 hours per month for 12 months. Time to be recorded on a time sheet and additional time requires approval.

Rate of Pay

Classified pay scale on District website will be used and experience for placement on the scale will be evaluated. The pay rate is located on the District website under School Board in the Classified CBA.