



Sisters School District

“Home of the Outlaws”

Position Title: Permanent, Full-time Maintenance Specialist for Sisters School District

Reports to: Director of Operations

Posting Date: March 27, 2024

Position Closes: Open until filled

Date Available: July 1, 2024

The Sisters School District has an opening for a permanent, full-time, 1.0 FTE Maintenance Specialist. This is an eight (8) hour per day position, Monday – Friday from 6:30 a.m. – 3:00 p.m. for 255 contract days for the 2024-2025 school year.

Position Summary:

Perform general building and grounds maintenance and custodial duties. This is a multi-function position with approximately 20% to Building Maintenance, 70% to Grounds, and 10% to Custodial & Events.

Essential Duties and Responsibilities:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- **Carpentry** - Maintenance work on floors and their coverings, roofs, and stairs. Replacing, adjusting or repairing door hardware, windows, screens, and a variety of wood fixtures. Install interior facility signage, shelving, white boards, chalk boards, cork boards, etc.
- **Furniture** - Install, disassemble, and reassemble modular furniture and wall systems. Repair all interior furniture.
- **Painting** - such as cleaning, preparing surfaces to be covered with a variety of materials (water, oil, latex, enamel, varnishes) to a number of surfaces (walls, ceilings, floor, etc.).
- **Lighting** - Replace lights as scheduled or when needed.
- **Equipment** - Maintain and repair all equipment used in completing projects and repairs.
 - Use stationary power tools in a woodworking shop such as power saws. Use cordless drills, reciprocating saws, circular saws, etc.
 - Uses paint sprayers, power washers, paint rollers and brushes.
 - Uses scissors lifts, forklifts, boom lifts, scaffolding and single man basket lifts reaching 50 feet above ground.
 - Operate tractors, plow truck, backhoe and snow blowers.
- **Grounds** - Keep campus grounds properly cleaned and maintained to ensure that visitors and others develop a good impression of the campus. Includes minor irrigation and landscaping work under grounds supervision.
 - Empty all outside trash receptacles on a daily basis.
 - Blow debris off sidewalks, patios, and parking lots.
- **Events** - Prepare campus facilities and grounds for use. This may include setting up and taking down of tables, chairs, etc., for meetings, games, dances, and other events.



Sisters School District

“Home of the Outlaws”

- **Pest Control** - Work with supervisor, co-workers, customers and pest management companies to reduce or remove pests from building and grounds.
 - Repair facilities from pest damage such as ants, termites, mice and birds.
 - Evaluate the need for facilities pest control.
- **Custodial** – Assist Custodial staff as needed with summer projects. Handle emergency problems that arise during the course of the day, (i.e., clogged toilets, broken glass and spills).
- Perform other essential duties as assigned and as needed.

Marginal Job Functions:

- Serve on hiring committees and attend meetings.

Knowledge, Skills and Abilities:

- Standard practices, methods, tools and materials of the carpentry trade and the qualities and uses of various materials.
- Typical hazards, safety and environmental precautions of the carpentry trade.
- Pigment, oil and thinning and drying substances and the proportions used to prepare paints.
- Various equipment and tools used in painting and their applications, including power washers, and ladders.
- Various Grounds equipment such as commercial lawn mowers, aerators and edgers.
- Potential safety hazards and safety procedures to be followed on the job.
- **Skills to:**
 - Operate, maintain and apply the tools, materials and equipment used in the carpentry trade.
 - Plan and do carpentry work consistent with the safety standards typical to the carpentry trade.
 - Cleaning, servicing and repairing equipment used to prepare surfaces and apply covering and coating material.
 - Performing basic woodworking repairs in preparation for painting.
 - Perform Grounds maintenance work.
 - Perform Custodial maintenance work.
- **Ability to:**
 - Be self-motivated in carrying out work.
 - Identify problem areas and carry out inspections on a continuous basis in order to stay on top of developing problems in need of attention.
 - Use portable power tools, stationary power tools, carpentry, drywall and painting tools, basic hand tools, tractors, forklift, high lift, concrete tools, etc.
 - Work with staff, students, suppliers, and co-workers.
 - Follow Operations Guiding Principles.
 - Must be able to take direction and perform assigned tasks.
 - Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.



Sisters School District

“Home of the Outlaws”

- Must be able to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
- Must be able to work with staff, students and visitors.
- Must be able to prioritize scheduled and unscheduled tasks daily.

Other Ergonomic Requirements:

Work involves extended standing with lifting of objects from 10-50 pounds for 65 percent of the time. An additional 20 percent of the time is spent lifting objects over 50 pounds. Operate demanding equipment. Health/safety exposure includes noise extreme, ventilation extremes, and bad weather. Must be able to climb or pull self upward, kneel, stoop, crawl and crouch. Computer screen is used less than 15 percent of the time. All individuals are required to be able to perform the essential functions with or without reasonable accommodation.

Qualifications:

Required

- Requires high school diploma or equivalent.
- Valid Oregon Driver's License.
- Computer Literacy: Training in, or experience with, CMMS Computer Maintenance Management System, email, Internet, word processing, and spreadsheets (preferably experience with MS Office Suite and Google Workspace products).
- Customer service experience.

Preferred

- Six months Building maintenance experience.
- Six months Custodial experience.
- Six months Grounds maintenance experience.
- Six months Event experience.
- Forklift and aerial lift experience.
- Integrated Pest Management training.
- Pesticide Applicators license.
- Work experience in a school setting.

Licenses:

Must have a valid Oregon Driver's License.

Certifications:

Training for blood-borne pathogens.
Integrated Pest Management.



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Salary: \$19.19 - \$29.84 per hour (2024-2025 classified salary schedule), depending upon prior work experience, education and training. Excellent benefits package and Employer-paid PERS.

Submission Details:

Submit your Talented Recruit & Hire Application, Cover Letter, Resume, Official Transcripts and Two letters of recommendation on Talented Recruit and Hire <https://sisters.tedk12.com/hire/index.aspx> (Link on webpage)

Contact: the HR Department for any questions regarding this position at (541) 549-8521 #5021.

Sisters School District is an Equal Opportunity Employer