

# **THORP SCHOOL DISTRICT #400**

P.O. BOX 150  
THORP, WA 98946

## **POSITION OPEN ANNOUNCEMENT CLASSIFIED EXEMPT**

POSITION: **MAINTENANCE SUPERVISOR**

HOURS PER DAY: 8.0 (1.0 FTE)  
START: November 1, 2021  
SALARY: \$55,000/year  
260 days/year

OPEN TO DISTRICT EMPLOYEES: 9/1/2021

OPEN TO PUBLIC: 9/6/2021

CONTACT PERSON: Brenda McKee, Business/HR Director  
[mckeeb@thorpschools.org](mailto:mckeeb@thorpschools.org)

Phone: 509-964-7101  
Fax: 509-964-7313

## **POSITION DESCRIPTION**

### **PRIMARY RESPONSIBILITIES:**

1. Plan, organize and direct the operation of the district facilities, buildings and grounds.
2. Interview and recommend selection of applicants, train new employees, assign and schedule work, act upon leave requests, conduct performance evaluations and recommend disciplinary action.
3. Supervise and direct personnel involved in custodial and maintenance work. Organize and schedule work assignments.
4. Supervise overall maintenance, repair and cleaning of buildings, grounds and irrigation systems.
5. Perform or supervise safety inspections on buildings, facilities, grounds, equipment, and vehicles and perform preventive maintenance.
  - A. Work with County Health Department on annual health and safety inspections.
  - B. Conduct periodic surveillance and schedule inspections of asbestos related material in accordance with EPA/AHERA guidelines.
6. Maintain efficient operations of fire and security alarm systems.
  - A. Schedule and perform annual fire alarm testing.
  - B. Work with County Fire Marshal on fire safety inspections.
7. Respond appropriately to after-hours emergency calls, notifying the Superintendent or Board of Directors if necessary.
8. Enforce, monitor and maintain current records on safety rules and regulations.
9. Conduct monthly safety meetings with custodial and maintenance staff.
10. Schedule, supervise and perform the safe removal of snow and ice, keeping sidewalks, driveways and parking lots clear of all hazardous conditions.
11. Assist in the development of the department's budget.
12. Maintain adequate inventory of supplies and materials for custodial maintenance; order yearly supplies of custodial products.
13. Be able and willing to perform custodial duties when necessary.
14. Obtain cost estimates and determine feasibility of repair projects.
15. Call for contractor bids on small works projects.
16. Assist with district vehicles as needed, i.e. helping with chains, fuel, etc.
17. Serve as an emergency bus driver.
18. Assist in the development of capital projects.

19. Perform other duties as required or assigned by Superintendent.

#### **QUALIFICATIONS:**

1. Must be able to maintain effective working relationships with staff, administration, parents and general public.
2. Ability to read and write the English language legibly and follow directions.
3. Ability to troubleshoot equipment problems and make minor repairs.
4. Ability to lead department personnel in the fulfillment of their job duties.
5. Ability to rate and organize job priorities to meet performance deadlines, and maintain accurate records of time spent on projects.
6. Must show evidence of work planning and execution that requires little supervision.
7. Ability to operate and train personnel in the proper use of power equipment used in the district.
8. Knowledgeable in the use of pesticides and herbicides which do not require a license to administer.
9. Ability to supervise unskilled seasonal help.
10. Knowledge of safe use of equipment and chemicals; must be able to read and understand Material Safety Data Sheets (MSDS).
11. Must meet physical requirements for the position and able to lift 50-60 lbs on a regular basis, climb ladders to reach roofs and attics, and be able to work effectively in tight quarters.
12. Maintain a valid Washington State Commercial Driver's License with air brake, passenger and school bus endorsement (CDL-P1S)
13. Maintain up-to-date CPR and First Aid certification.
14. Maintain an Asbestos Designated Person certificate.
15. Knowledge of the safe operation of steam and hydronic heating/boiler systems.
16. Monitor and control building HVAC systems.

#### **APPLICATION PROCEDURES:**

In-House: Please submit a letter of interest to Human Resources.

Outside Applicants: Please submit a cover letter responsive to this position with a completed application to Human Resources, P.O. Box 150, Thorp, WA 98946 before **September 30, 2021**.

#### **THORP SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

The Thorp School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Civil Rights Coordinator, and Section 504 Compliance Coordinator Mel Blair, (509) 964-7139, PO Box 150, 10831 N Thorp Hwy, Thorp, WA, 98946, [blairm@thorpschools.org](mailto:blairm@thorpschools.org).