

# Job Opening Announcement & Job Description



<b>Custodian-Maintenance Technician</b>	
<b>Supervisor:</b> Executive Director Technology	<b>Division:</b> Administration <b>Location/Assignment:</b> North Central ESD
<b>Salary Range:</b> \$36,832 - \$48,258 <i>Salary based on 260 day position Salary range dependent upon experience and expertise.</i>	<b>Conditions of work:</b> 8 hours/day 260 days per year – <i>non-exempt position</i>

**GENERAL DESCRIPTION:**

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Custodian/Maintenance Technician for the North Central ESD. This position is based in Wenatchee, Washington.

**Qualifications**

**REQUIRED:**

Minimum three (3) years' experience in building custodial service and maintenance.  
High School Diploma or GED

**PREFERRED:**

General electrical, plumbing, and carpentry experience desired.

**Skills, Knowledge, and/or Abilities:**

Proven knowledge of general custodial, HVAC, plumbing, electrical, and maintenance practices. Ability to read, understand, follow, and enforce safety procedures and follow specific instructions and procedures. Experience and ability to use a computer. Ability to perform minor repairs and general maintenance to building and equipment.

**Timeline:**

Position opens: May 16, 2018  
Position closes: June 21, 2018  
Screening & Interviews as soon as possible  
Position begins as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Perform carpentry and maintenance tasks including miscellaneous repairs, routine painting, door and hardware installation, and other.
- Responsible for monitoring and performing non-technical maintenance of plumbing systems, to include standard repair of leaking fixtures, cleaning obstructed waste lines, and/or performing non-technical modifications to plumbing and water supply systems; assists licensed plumbers, as appropriate.
- Perform regular inspection and preventative maintenance of HVAC system, electrical, and plumbing systems.
- Coordinate subcontractors for snow removal, grounds-keeping, and HVAC repairs.
- Responsible for managing a fleet of agency vehicles.
- Responsible for daily general cleaning of the building to include, but not limited to, cleaning restrooms, emptying garbage's, dusting, washing windows, vacuuming, mopping, etc.
- Responsible for cleaning, setting up tables and chairs for multiple meeting rooms.
- Responsible for maintaining the inventory of cleaning supplies, toilet paper, paper towels, and other needed items.

- Experience using a ladder and/or working from an elevated platform.
- Document facility's maintenance requirements; maintain appropriate records of work performed.

### **Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation, & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures, and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports, and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Executive Director of Technology or Superintendent.

### **Physical Demands**

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling.
- General job requires minimal sitting, significant walking, and minimal standing.
- Lifts and carries a maximum of 50 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

### **Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)