



For our children, our community, our world, our future

Cheney Public Schools
 12414 S Andrus Road
 Cheney, WA 99004
 (509) 559-4599

CLASSIFICATION:	Maintenance	LOCATION:	Maintenance
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director.	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: General Maintenance I – Warehouse and Delivery

GENERAL DESCRIPTION

Provide for the receiving of shipments into the warehouse and other locations as assigned. Arrange for delivery of products and materials to schools and other district facilities. Provide for intra-district mail pickup and delivery to schools, other district facilities, and post office. Operate forklift, delivery vehicle, and other equipment.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Responsible for the routine receiving of products and material deliveries at the warehouse and other assigned locations; verify packing slips against orders for accuracy; identify and inspect orders for damage; sorts, pack and stock supplies and equipment. Accept and fill supply orders requested by buildings.
- Maintain a clean and efficient warehouse; provides routine rotation of stocked products and supplies; provide inventory lists as assigned; arrange for repairs and routine service of equipment including truck, forklift, pallet jack, etc. Initiate work orders for repairs to facilities.
- Pick up district mail from post office; sort and arrange by location; provide delivery and return pickup service for intra-district mail service as assigned. Deliver freight goods as assigned.
- Monitor inventory of supplies and equipment in warehouse, provide notification to concerned persons when products need to be ordered.
- Deliver materials and equipment as assigned, provide pickup and delivery of recyclable materials, move tables, chairs and other furniture as assigned.
- Transport bank deposits from school buildings.
- Provide support to the Nutrition Services department for delivery of food products and lunches to schools as needed.
- Provide pickup service of recyclable materials and transport to applicable recycle center.
- Maintain tools, vehicle and other maintenance equipment in good repair.
- Remain on-call for snow removal during winter months and respond to emergencies as directed by supervisor.
- May be assigned as a substitute bus driver.
- Perform other duties as assigned/required.

Each of the positions in the Maintenance and Operations Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Warehouse stocking and product rotation requirements; service and maintenance of equipment, safe equipment operation procedures, safe and efficient storage requirements, safe stacking procedures, codes and safe practices for storage in fire protected areas, storage temperature requirements for food service, custodial and other products, district programs and procedures, and proper lifting techniques.

Ability to: Conduct accurate inventory of products and supplies; safely operate various warehouse equipment including forklift, pallet jack, hand trucks, taping tools, banding tools, box cutters, truck carts, etc; use e-mail and inventory control software; organize pickup and delivery duties for efficiency and economy of operation; estimate product and other supply needs required to maintain district inventory standards; maintain written schedules and records. Read and follow written and verbal instructions, as well as communicate clearly in both verbal and written communications. Ability to operate snow removal equipment in safe and efficient manner; work variable hours as requested/needed; work alone or in a team setting; maintain good rapport with students, staff, and the public.

MENTAL DEMANDS

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift up to 75 pounds
- Physically able to perform heavy work on a daily basis
- Sit and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 40% sitting, 40% walking, and 20% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent and related work experience
- Inventory control work experience, including use of inventory control software required
- Must have and maintain a valid Washington State Drivers License
- Must have or be able to obtain a Fork-lift Operators License
- Demonstrated ability to safely operate a large commercial vehicle
- Ability and willingness to obtain CDL and B/P1 and S endorsements

TERMS OF EMPLOYMENT

- Maintenance Classification on Public School Employees of Cheney Salary Schedule
- Year-round position; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

HISTORY

Job description and format updated: April 2023

Cheney Public Schools 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, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER