



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 II

GENERAL DESCRIPTION

Responsible for all tasks required in general building maintenance including painting the interior and exterior of facilities. Responsible for coordinated moving of any and all material, furniture, equipment as directed. Responsible for the installation of carpet, VCT, cove base, ceramic tile, linoleum and the repair of same. Responsible for the installation of furnishings, whiteboards, and corkboards following best practice. Installation and repair of glass in facilities, windows and doors.

ESSENTIAL FUNCTIONS

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

- Responsible for the preparation of surfaces by scraping, sanding, washing, pressure washing, brushing, burnishing or otherwise removing dirt, old finishes, etc.
- Repair cracks, holes or other damage to walls, floors, ceiling surfaces and apply primers, sealers, undercoats and paint as needed applied by brush, roller or spray equipment as required.
- Perform repair or installation work on building furnishings, fixtures and equipment; repair and install floor finishes; provide or assist in all work associated with facilities maintenance.
- Perform a wide variety of repairs of existing buildings and facilities. Work involves repairs or alterations of sheds, partitions, concrete forms, floors, walls, ceilings, screens, windows, sashes, doors, furniture, fixtures, stairs, and cupboards. Repair, install, and/or replace weather stripping, screens, mirrors, brackets, blinds, vinyl flooring, carpet, tile, base cove/tile, ceramic tile, etc. Repair, install, modify, and/or adjust certain equipment such as desks, tables, doors, chairs, hinges, closures, curtains, blinds, ceiling tile, etc.
- Mix paints and applied products; erect scaffolds and ladders as needed; perform glazing, paper hanging, stencil lettering, sign making, estimates labor and materials to complete jobs; direct and instruct helpers as assigned.
- Responsible for the inventory and safe storage of paint, rollers, pans, buckets, thinners and other materials of the trade.
- Maintain written records of paint applications and color schedules.
- Promote safe storage and disposal of hazardous materials of the trade.
- Maintain tools, vehicle and other maintenance equipment in good repair.
- Maintain a material and parts inventory conducive to an efficient department.
- Responsible for the preparation and painting of parking lots.
- Responsible for routine maintenance and cleaning of equipment such as brushes, rollers, sanding equipment, pressure washers, spray equipment, buckets and other trade equipment as assigned.
- Use a variety of hand and power tools such as drills, air chipper, spray equipment, brooms, saws, cutters, burners, glazing tools, pressure washers, sanders and other related equipment.
- Responsible for routine maintenance and cleaning of hand and portable power tools used in performing job duties.
- Install and maintain signage necessary for safety.
- 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.
- Use industrial chemicals and solvents and cleaners in a safe and effective manner in compliance with OSHA/WISHA safety standards.
- Ability to change ballasts.
- 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: Standard practices, methods, materials, tools and equipment of painting trade; characteristics of paints, varnishes, stains, shellacs, lacquers, enamels and solvents; methods of preparing metal, wood, glass, plaster, cement and other surfaces; safety standards and respirator requirements; hazardous waste disposal requirements. Knowledge of all aspects of glazing, carpet, vinyl tile, cove base and linoleum installations. Knowledge of how to safely install all types of furnishings. Knowledge of all types of installation hardware, fasteners and adhesives.

Ability to: Harmonize and contrast colors; apply paints and other finishes by brush, roller or spray equipment; work on scaffolds, boom truck, ladders and swing stages; use protective equipment such as negative air filter mask. Operate snow removal and mower equipment in safe and efficient manner. Install furnishings, carpet, windows, cove base, & linoleum flooring in a professional manner. Read and follow directions as written by manufacturers; 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
- Ability to work at heights to 40 feet
- Work in confined spaces and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 20% sitting, 40% walking, and 40% 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
- Must have and maintain a valid Washington State Drivers License
- Must have or be able to obtain a Fork-lift Operators License
- Ability and willingness to obtain CDL and B/P1 and S endorsements
- Commercial painting experience preferred
- Flooring experience preferred

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

POTENTIAL POSITION ADVANCEMENT

Upon attaining one of the following, an employee holding a General Maintenance II position may submit documentation to Human Resources to request shift to General Maintenance III:

- Nonresidential maintenance electrical license (EL07)
- Any license that may be of benefit to the district with prior Director/HR approval

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