

# WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
FAX (509) 345-228

## DIRECTOR OF FACILITIES/GROUND & VEHICLE TECHNICIAN

260 Days, Hourly Position DOE  
OPENS: Wednesday, April 25, 2018  
CLOSES: Open until filled

**Position Details:** This position will be responsible for Wilson Creek School District's building and ground maintenance an operations, and vehicle maintenance. This position is expected to maintain effective communication and coordination with the transportation supervisor, and staff members of the Wilson Creek School District.

**Reports Directly To:** The Superintendent

### **Qualifications:**

1. Minimum age 21
2. High school graduate
3. Posses a valid Washington State Driver's License with the appropriate endorsement
4. Desirable: Possess a valid Washington State School Bus Driver's Certificate
5. Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities for a school bus driver as described in the job description
6. Subject to drug and alcohol screening test as a condition of employment and annual random testing
7. Ability to apply common sense and have the understanding to carry out instructions furnished in written and oral form

### **Duties and Responsibilities**

#### **Specifics Facilities/Grounds Responsibilities- Inclusive but not limited to:**

1. Supervise the maintenance of district ground and facilities
2. Heating and cooling: Repairs and provides maintenance as need as well as day-to-day operations of air conditioning an boiler operations. May utilize established HVAC contractor for assistance
3. Maintain lawns and shrubbery, weed, control, applications of fertilizer, etc.
4. Maintain equipment used for grounds and facilities such as mowers, plows, etc.
5. Snow removal and dispersion of ice melt as need to prevent slipping
6. Complete work orders approved through the district office in a reasonably short time frame
7. Coordinates with custodial staff on larger projects and summer projects, as well as setting up for events, graduations, concerts, and other events
8. Responsive to staff members facility and environmental needs
9. Ability to establish and maintain a Preventative Maintenance System for facility- i.e. scheduled maintenance on belts, filters, painting, etc.
10. Completes repairs to fixtures (plumbing, lighting, etc.) walls, and other items that become damaged or are in need of repair
11. Other duties as assigned relating to facilities and grounds

#### **Specific Mechanic Responsibilities- Inclusive but not limited to:**

1. Leads and works with other personnel when necessary in the repair and service of all district vehicles, including the Moses Lake Transportation Co-op. Coordinates with Co-op leadership when scheduling major repairs, etc.
2. Ensure buses and other vehicles are ready and road worthy at all times
3. Makes recommendations for the replacement of vehicles and develops equipment specifications
4. Makes minor road-side repairs as required and/or tows disable vehicles to the maintenance shop

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5. Lubrication of buses and other automotive equipment. Lubrication to include chassis lube, oil and filter changes, gearbox fill or drain and flush, wheel bearing pack, air cleaner service and all other lubricating procedures as required.
6. Verify operational safety of equipment and devices such as breaks, lights, mirrors, glass, fire extinguishers, first aid kits, warning kits, horn, warning light and buzzers, emergency exits, wipers, signs, tires, etc.
7. Install antifreeze, services cooling systems, fill, drain and flush, inspect, replace hoses, caps, valves, and etc. as requires on all vehicles.
8. Makes minor repairs by replacing lights, spark plugs, ignition parts, fuel system repairs, latches and switches as required.
9. Perform maintenance related duties as require for vehicles and facilities as assigned
10. Performs related duties as assigned

**Salary:** Wilson Creek School District follows the state salary schedule. Salary dependent on experience and education. This is an hourly position, 260 day contract.

**Application:** Please submit the following:

- Letter of interest
  - Completed Classified application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
  - At least three (3) references qualified to assess your past work history
- Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District**  
**PO Box 46**  
**400 Navar Street**  
**Wilson Creek, WA 98860**