

# Community Job Posting: **Facility Maintenance Lead**

## **THE ORGANIZATION**

Community Ed, Inc. is an Oregon nonprofit corporation, based in the famous Rogue Valley region of Southern Oregon. Founded in 2014, Community Ed started its operations with a single program, Crater Lake Charter Academy, an Oregon public charter school. This school supports student development through a blend of an online curriculum system and an physical learning center. There are 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professional, both certified and paraprofessionals. Community Ed has expanded its operations to include additional youth and community development programs, including resource support for disadvantaged youth, after school and summer programs, and support programs for other nonprofit organizations.

**PROGRAM:** Program Facilities

**POSITION:** Facility Maintenance Lead

**COMPENSATION:** Pay Rate: \$31,400 - \$35,352 salary, depending on experience

**HOURS:** Full time (40 hours per week | 260 days per year)

**OPENING DATE:** February 25, 2019

## **APPLICATION PROCEDURE:**

1. Application
2. Letter of interest
3. Resume' of qualifications

**CLOSING DATE:** March 15, 2019, or until filled

**POSITION START DATE:** March 25, 2019

**EMPLOYER WEBSITE:** [www.craterlakecharter.org/employment](http://www.craterlakecharter.org/employment)

**PURPOSE:** Provides the students and staff with an attractive, clean and safe environment in which to learn and teach. To accomplish this task, the Custodian performs routine custodial, repair and cleaning work at their site.

**REPORTS TO:** COO/Managing Director

**ASSIGNMENT:** All Facilities

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Experience in custodial services.
- Maintain a valid Oregon Driver's License and personal transportation.
- Knowledge of the proper use of cleaning equipment and cleaners.
- Pass required criminal background check.
- Knowledge of the processes used to clean and sanitize restrooms, classrooms, etc.
- Ability to read instructions and write reports.

**ESSENTIAL FUNCTIONS:**

- Performs all custodial services.
- Communicate effectively with staff and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Support the philosophy and mission of the school.
- Strong work ethic.
- Ability to work cooperatively with staff, students and the public.
- Maintain satisfactory attendance and punctuality.
- Good communication, organization and computer skills.

**PHYSICAL REQUIREMENTS:**

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See physical requirements.

**GENERAL RESPONSIBILITIES**

- Perform nightly cleaning of all areas of assigned building(s).
- Comply with local laws and procedures for the storage and disposal of all trash, rubbish, waste and chemicals.
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors and vacuums rugs and carpets in all offices and classrooms.
- Cleans and dusts walls, furniture, woodwork and other fixtures and equipment.
- Picks up paper, litter and other refuse on grounds and sweeps walkways and entrances. Washes, scrubs and disinfects restrooms.
- Cleans windows, door panels, drinking fountains and polishes any metal objects such as hand railings.
- Empties and cleans waste containers.
- Assists in moving and/or rearranging chairs, tables, desks, furniture and other equipment.
- Replaces light bulbs and maintains equipment used in the course of work.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Assures the security of the building upon end of shift.
- Sets up rooms for special events and needs.
- Assists the building staff in their various needs.
- Reports all safety hazards.
- Assists in preparing the facility for school extra-curricular activities and other functions. Stays focused on task.
- See that school policies are observed at all times.

- Keeps abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the school through consultation with school support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the operations director, facilities supervisor or school administrator.

## **PHYSICAL REQUIREMENTS**

### **ENDURANCE-OVERALL STRENGTH: Medium Work**

- Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently and/or greater than negligible amounts up to 10 pounds consistently.

### **STANDING: Occasionally (up to 1/3 of the time)**

- Remain on feet in an upright position at a workstation without moving about.
- Standing is required in a non-static position on either a hard floor surface or on the grounds outside. This is interrupted with walking.

### **WALKING: Constantly (2/3 or more of the time)**

- Move about on foot constantly during the workday on varying surfaces.

### **LIFTING/CARRYING: Frequently (1/3 to 2/3 of the time)**

- Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms or on the shoulder. May lift and carry objects weighing up to 50 pounds. On lesser occasions, the worker may lift and carry items weighing up to 100 pounds short distances, with assistance.

### **PUSHING/PULLING: Constantly (2/3 or more of the time)**

- Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking and treadle actions); and/or pull by exerting force on an object so that it moves toward the force or worker (including jerking).

- May frequently push/pull items weighing up to 50 pounds (hand tools, mops, brooms, rakes, power tools, lawn mowers, vacuums, floor sanders, etc.) The worker may push/pull items weighing up to 150 pounds 1-2 times a year, often using trucks/dollies and with the assistance of another worker.

**CLIMBING: Occasionally (up to 1/3 of the time)**

- Ascend or descend ladders, stairs, scaffolding, ramps and the like, using feet and legs and/or hands and arms.
- Climbing ladders to change lights, dust and wash up to a height of 12 feet,

**BENDING/STOOPING: Occasionally (up to 1/3 of the time)**

- Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side. Examples include bending when collecting trash, emptying cans and picking up litter and other materials from the ground level.

**REACHING: Frequently (1/3 to 2/3 of the time)**

- Extend the hands and arms in any direction.
- The worker is involved with the overhead reaching when working in storage and/or locker rooms and when cleaning fixtures and other items located above the shoulder level.

**HANDLING: Frequently (1/3 to 2/3 of the time)**

- Seize, hold, grasp, turn, or otherwise work with the hand or hands for controlling motorized equipment, power tools and hand-held equipment.

**ROTATION: Frequently (1/3 to 2/3 of the time)**

- Twist and turn the spine or a ball and socket joint such as the shoulder or hip. Bodily rotation is required for many tasks.

**HEARING: Occasionally (up to 1/3 of the time)**

- Perceive the nature of sounds by the ear.

**SEEING: Constantly (2/3 or more of the time)**

- Such as when operating machinery and performing routine duties.

**TALKING: Frequently (1/3 to 2/3 of the time)**

- Express or exchange ideas orally to convey information.

*Charter Board Adoption: March 16, 2015*