

Muddy Creek Custodian/Maintenance Position

Hours: 5 hrs/day. Current shift is noon to 5:00 PM daily. Additional hours for extended time and summer work to be determined.

Wage: Starting rate is \$13/hour, depending on experience (this position is PERS eligible).

Benefits: Life, Dental and Vision coverage for self. Sick leave provided per BOLI requirements.

Start date: May 14, 2018

Work calendar: Position will complete the 210 day work calendar established for the 2017-18 school year, so the last scheduled day of work will be June 22, 2018 (additional days in June may be added as needed).

The regular 210 day calendar for 2018-19 school year begins August 12, 2018. Work days prior to August 12 may be agreed to as needed.

Position purpose and objectives: Create and maintain an optimum learning and working environment for students, staff and volunteers in the school building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and perform the work to ensure the facility and grounds are clean, safe, secure and in good repair to provide a safe, comfortable work and learning environment for all.
- Work independently or with other staff to arrange physical spaces, equipment and material to support the work and learning environment, including public use of the facility.
- Monitor and lead the work of others (contractors) to ensure that building systems (HVAC, water and septic, electrical, emergency and other) function to specifications to maintain high quality learning and working conditions.
- Works with building leadership to ensure emergency response systems, equipment and procedures are in place to ensure maximum safety for all.
- Serves as a member of the school safety team.
- Works cooperatively with 509j maintenance staff as needed to ensure Muddy Creek Charter School's access to resources, training and other opportunities that may arise.
- Works collaboratively with all staff as assigned by the Executive Director or his designee to manage the operations of the school facility and grounds.
- Completes and documents all required water monitoring in the building and at the pump house. Experience and certification with Small Water Systems is encouraged, but not required.
- Completes and documents monthly fire extinguisher inspections.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds confidence of staff, students, volunteers and the public.

- Observes laws, policies and procedures of the state and school.
- Establishes and maintains effective working relationships with staff, students, volunteers, parents and the public.
- Strong organizational skills.
- Ability to work independently.
- Knowledge and experience with small tools and ability to conduct minor repairs to facilities as needed.
- Demonstrate good judgment regarding the need to consult with, or call in specialists.
- Maintain regular attendance at work. Is punctual. Is able to respond to special circumstances outside of regular work hours.
- Develop job skills necessary to meet the needs of the position.
- Maintain personal appearance and hygiene appropriate to the position.

Submit your letter of interest, a resume, and at least three letters of reference to:

Muddy Creek Charter School
30252 Bellfountain Road
Corvallis, OR 97333

Or submit via email to: office@muddycreekcharterschool.org

Position is open until filled.