

Arlington School District No. 16
Job Description

JOB TITLE: Seasonal Labor

CLASSIFICATION:	Classified
LOCATION:	District
REPORTS TO:	Director of Support Services
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: Under the supervision of the Director of Support Services and Journey Level Maintenance, the seasonal laborer will assist in keeping the school facilities in a clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Use tools required in the cleaning and general maintenance of District facilities, including floors, walls, carpets, furniture, gutters, and grounds.
- Pressure wash sidewalks, entry ways, stadium and other structures as directed.
- Maintain parking lot areas, and keep drains free from debris and sediment.
- Move furniture, equipment, supplies, and tools.
- Maintain punctual and regular attendance.
- Establish and maintain positive working relations with staff, students and public.
- Observe strict confidentiality regarding student and personnel information.
- Safely operate District vehicles.
- Safe use of tools.
- Assemble pre-manufactured furniture kits, etc.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Must be at least 18 years of age

High school diploma or equivalent, or be a current student in Arlington Public Schools

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to communicate effectively with administration, staff and students

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with students and staff
- Ability to perform duties with awareness of District requirements and Board policies
- Ability to work as part of a team under direction of maintenance staff
- Ability to take initiative and communicate proactively
- Ability to perform strenuous physical labor in all kinds of weather
- Ability to read, understand and follow safety rules and regulations
- Ability to operate power tools and hand tools

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk; stand; use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch, and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and occasionally climb ladders. The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading trucks, and occasionally lift and/or move up to 90 pounds such as furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee regularly works indoors and will occasionally work outdoors. The employee will work with or near moving mechanical equipment, and will work with cleaning products such as stripping solutions, disinfectants, degreasers and some aerosol sprays. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate. The employee must be able to meet deadlines with time constraints and interact with students, other employees and the public.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018