

Facilities Assistant



Spokane International Academy is seeking a Facilities Assistant to help with the daily operation of our facility.

The Facilities Assistant plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes the health, attitude and enthusiasm of our students and staff. In addition to regular building maintenance functions, the Facilities Assistant provides direct support to teachers in set up and maintenance of furniture and equipment.

This position will receive day-to-day direction from the school principal, or designee.

Spokane International Academy's mission is to empower all students with the academic skills, habits of mind and global competence necessary to complete advanced courses in high school and a college degree in order to become leaders who can powerfully transform their communities.

School Profile:

- Founded: 2015
- Location: 777 E Magnesium Rd.
- Enrollment: 625 students (K-8)
- Total staff: 70
- Unique focus: SIA is committed to deepening the global competence of our students, staff and community

Cleaning Functions:

- Sweep, mop, vacuum, scrub and refinish floors; clean dust and polish furniture; wash windows and walls; clean restrooms, dispose of rubbish, change lights, etc
- Make sure all areas of the building are kept in a clean, sanitary and orderly condition
- Pick up litter found in school and on the grounds
- Assure safety during inclement weather to include shoveling, salting, providing slip protection on wet floors, remove debris from downspouts/gutter system
- Applies cleaning chemicals according to established safety procedures
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment
- Performs minor repair and maintenance as authorized by the Chief Operations Officer (COO)

- Removes extraneous dirt/markings from interior and exterior surfaces (including graffiti removal)
- Advise SIA admin on matters relating to mechanical equipment and/or building maintenance
- Performs minor painting to walls, rails, playgrounds and other areas of the school
- Keeps all equipment in a good state of repair and cleanliness

Administrative Functions:

- Initiate maintenance service requests according to school procedures. Follows through to ensure that maintenance is performed in a timely manner
- Maintains inventory and requests cleaning supplies and materials needed to accomplish assigned tasks
- Maintains awareness of energy conservation and makes suggestions of methods and procedures to consider energy
- Follows all adopted school policies and procedures for all employees

Food Service:

- Responsible for the set up of cafeteria for meal service
- Assists in serving meals to students during breakfast and lunch

Safety and Security:

- Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage
- Secures school building to ensure proper building security at all times
- Verifies that emergency equipment is maintained and repaired as need be
- Assists in implementing emergency planning and response
- Performs other duties as assigned

Minimum Qualifications:

- Successful experience in working with culturally diverse families and communities
- High school diploma or equivalent
- Must be trained, or be willing to be trained, in First Aid, CPR and defibrillator use
- Ability to communicate and maintain good working relations with all SIA employees, vendors, contractors, and public entities
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential
- Must possess a valid Washington state driver's license and a safe driving record and be able and willing to operate district owned vehicles, or your own, for school business

Preferred Qualifications:

- Experience with and knowledge of: security systems, automatic fire alarm/sprinkler systems, HVAC systems and controls (computer controlled type experience preferred)

Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to bend, sit, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.
- Ability to work using ladders, scaffolding, mechanical lifts and SIA vehicles. Ability to spend most of the work-day standing, lifting, and walking. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.
- Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

Compensation

Commensurate with qualifications and experience. Like all Washington state public school districts, SIA participates in the State Employees Benefit Board (SEBB) as well as the Washington state retirement system.

Supervision

This position works towards a common operational goal and reports directly to the Head of School

Hiring Process

Please submit a cover letter and resume via the online careers portal on our website (www.spokaneintlacademy.org). Spokane International Academy will invite select candidates for interviews. Interviews will continue until the position is filled. Hiring is contingent upon successful completion of employment verification and hiring process.

Non-discrimination statement

The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Spokane International Academy does not discriminate in any programs or activities on the basis of age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Jacqueline Pariseau, 509-209-8730, pariseau@spokaneintlacademy.org; Address: 2706 E. Queen Ave. Spokane, WA 99217