



Perrydale

SCHOOL DISTRICT

7445 Perrydale Rd
Amity, OR 97101
Dan Dugan, Superintendent

503-835-7575
Fax: 503-835-0631
Christy Ford, K-8 Principal
Erin Henery, Special Programs Director

NOTICE OF VACANCY

Custodial/Maintenance – Perrydale School District

Beginning 2022/2023 Fiscal Year

Job Details

- Application Deadline: until filled
- Posted: August 5, 2022

Job Description

Vacancy Announcement- Custodial/Maintenance - Perrydale School District

Position Type: Full-time

Contracted Days 260 40 hours/week school days 2:00 pm -10:30 pm/non-school days 6:00 am – 2:30 pm (exact working hours may adjust depending on needs of school). Perrydale School operates on a 4-day school week.

2022/2023 School Year – Salary Schedule (\$16.75-20.43) based on Classified Salary Schedule

- This is an increase of 6% from the 21-22 school year
- Excellent benefits package

This position reports to the Maintenance Director. Additional notes to consider:

- Excellent long term opportunity with outstanding benefits
- Position aligns for future promotional opportunity to Maintenance Director
- Perrydale School District has a 6% PERS pick up
- Comprehensive benefit package including 9 paid holidays and paid leave
- Insurance options through OEBC (Oregon Employees Benefit Board)
 - (Cap of \$1319.00 per month with yearly increase as per contract, OR an opt out benefit of \$923.00 per month in to an HRA VEBA plan – proof of other insurance coverage required)

JOB SUMMARY

To perform a variety of skilled custodial and maintenance tasks in the area of general cleaning/custodial or other skilled maintenance area (See detailed job description below).

JOB DESCRIPTION:

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Performs a wide variety of skilled and semi-skilled tasks related to the repair of buildings and equipment.
- Communicates and works cooperatively with other members of the district staff.
- Uses tools and equipment properly and comprehends and follows oral and written instruction.
- Performs all job related tasks with a minimum of supervision.

“Where excellence in education is treasured.”

www.perrydale.k12.or.us



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- Presents a positive attitude by appearance, personal neatness and personal habits.
 - Performs painting work – external and internal.
 - Performs carpentry work – rough and finish, cabinet making, drywall and plastering.
 - Performs plumbing work – minor repairs, plugs, leaks, washers (not new construction).
 - Installs sprinkler systems and puts in water pipes.
 - Uses lifts, ladders and scaffolds to perform tasks elevated from the ground.
 - Operates trucks when driving to various school locations.
 - Operates forklift.
 - Performs sheet metal work – heating ducts, caps and flashing, gutters and downspouts, welding – chairs, athletic equipment, and portable units.
 - Maintains and repairs electrical motors.
 - Installs and glazes windows.
 - Performs locksmith work.
 - Completes work orders.
 - Purchases small dollar supplies.
 - Requests bids for outside supplies and services.
 - Performs related duties as required and assigned by supervisor.
 - Responsible for being familiar with the school/district policies and procedures, which govern the work.
 - Prompt and regular attendance is required.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

- Assists other personnel may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings and professional development activities for the purpose of sharing information and/or improving one's skills/knowledge.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- ✓ Attends in-service trainings.
- ✓ Attends staff meetings, when needed.
- ✓ Assists in maintaining an inventory of supplies and equipment by reporting to supervisor.
- ✓ Assists maintenance and grounds keeping departments, as necessary.
- ✓ Fills out appropriate log(s), forms and paperwork, as required.
- ✓ Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Vaccinated Against COVID-19
- High School Diploma or equivalent.
- Ability to work cooperatively and harmoniously as a team member.



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- Ability to plan, organize, and work without close supervision.
- Establishes and maintains effective working relationships with District personnel and the public.
- Maintains confidential information and the privacy of District staff, students, and families.
- Carries out work responsibilities effectively under pressure of deadlines, interruptions, and new or emergency situations.
- Ability to work with a diverse population.
- Ability to respect confidential information.
- Computer skills to include use of word processing programs, database programs and the Google Suite of products.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee may be exposed to bloodborne pathogens. The noise level in the work environment varies but is usually moderate.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description at any time as it deems advisable.

START DATE: As Soon as Possible

APPLICATION DEADLINE: Open until filled

INFORMATION: One year contract with possible renewal



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APPLICATION PROCESS:

To apply go to <https://www.perrydaleschool.com/employment> , click on the job postings link and **download the Classified Application**. Submit this to cindy.cruickshank@perrydale.k12.or.us along with a letter of interest and references.

APPLICATION QUESTIONS: Cindy Cruickshank, HR Coordinator, 7445 Perrydale Road, Amity, OR 97101 503-835-7575, ext. 1224, cindy.cruickshank@perrydale.k12.or.us or tlieuallen@perrydale.k12.or.us

Perrydale School District is an equal opportunity educator and employer.