

# ECHO SCHOOL DISTRICT

Raymon Smith, Superintendent  
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Keith Holman, Principal  
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## Facilities/Grounds Supervisor

Echo School District is looking for a hard working self-starter for the position of district facilities and grounds supervisor. Being a small school district this person is responsible for all maintenance, upkeep, and projects for the district buildings, grounds, and buses. The position is salaried and based on a 208 day contract at 40 hrs. per week. Successful candidates will work hand in hand with district administration and district custodial supervisor to ensure district operations are carried out.

### Duties & Responsibilities:

- Bus inspections and general maintenance
- State bus safety inspections and certification
- Obtain school bus driver certification
- Obtain state school bus inspections certification through ODE
- Assist custodial department with daily work and supply orders
- Daily building oversight and general maintenance
- Oversight of long term facility plan
- Daily upkeep and maintenance of district grounds
- District grounds plans and records as required by State of Oregon
- On call support for emergency facility or transportation issues
- Obtain additional state certification regarding facilities and school grounds.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Perform preventive maintenance, repair, and installation in connection with:
  - a. electrical, plumbing, and HVAC systems.
  - b. exterior and interior of buildings.
  - c. school grounds
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Other duties as assigned by the Buildings and Grounds Supervisor or Administrative Staff.

### Physical Requirements/Environmental Conditions:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.

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**EFFORT. COMMITMENT. HONOR. OWNERSHIP.**

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- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.
- Must be able to drive a mechanical vehicle.
- Must be able to work in high places.

**Pay Rate:** Based on experience and certifications.

**Benefits:**

- Fringe benefits as approved per contract
- Vacation days
- 12 Sick days per year
- 2 Personal days per year
- Family sick leave and bereavement leave

**Application Process & Contact:**

Please submit a resume with a minimum of 3 current references to:

Echo School District

C/O Raymon Smith

600 Gerone St.

Echo, OR 97826

Or

Email materials to [rsmith@echosd5.org](mailto:rsmith@echosd5.org)

If you would like additional information about the position please contact Raymon Smith either at 541-376-8436 or by email at [rsmith@echosd5.org](mailto:rsmith@echosd5.org)