

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Construction/Grounds Keeper Manager

OPEN: May 28, 2020

EXEMPT: No

SALARY: (7) \$18.97-\$21.25 p/h DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full Time

CLOSES: June 5, 2020

JOB CODE:

DIVISION: Education

DEPARTMENT: Operations & Maintenance

SUPERVISOR: O & M Supervisor

VACANCIES: 1

JOB SUMMARY: Under the supervision of the O & M Supervisor, the Construction/Grounds Keeper Manager is responsible for the up-keep of buildings and grounds. Employee assists in minor/major, estimating and ordering materials for improvement construction projects. The Construction Manager is also responsible for the maintenance and security of the tribal school buildings, gym, and grounds. Employee will supervise the grounds person, and work with other staff to do minor construction related projects. Also be responsible for facility upkeep and tasks outlined by O&M and LNS. Individual will relay any major problems directly to the Supervisor for O & M when necessary.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. **After school/weekend events:** Employee will ensure the facilities are maintained, cleaned and put back in usual manner after events and restored for the next school day.
2. **Security:** Ensure the grounds are maintained and equipment is secured for safety reasons after each daily use. Employees are responsible for reporting any disorderly individual(s) to the security personnel.
3. **Preventative maintenance:** Check and replace exterior lights and emergency flashers/lights; repair/replace interior and exterior exit lights and stairwell lighting; remove and organize sports equipment to ensure no egress; handle any safety hazards and/or report major maintenance repairs/deficiencies.
4. **Grounds/maintenance:** Maintain a well-groomed landscape around gym and school building areas. Sweep and blow sidewalks; pick up and dispose of any debris in and outside of the facilities. Salt and shovel snow in parking areas and along walk-ways during inclement weather. And do other assigned tasks as requested. Report grounds maintenance improvements and equipment needed to O&M directors. Spread fertilizer, herbicide, and pesticide as required. Maintain football field, baseball field and track as required. Upkeep and inspect the outside buildings and bleacher area for repairs.
5. **Maintenance/Carpentry:** Do miscellaneous carpentry and minor/major improvement projects as requested by Administration and O&M Director. Assist in setting up mechanical signage criteria for educational events as

needed. Assist in making the necessary facilities maintenance improvements as needed, report any major problems to Supervisor

6. **Other duties:** Help distribute items picked up from LIBC purchasing to the LTS/LHS designated area.

- Assist with directing students /parents and public while on duty.
- Assist in collecting FMIS Data information, compiling data report with the forms, to input into FMIS.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to perform physical labor and lift up to 50 pounds.
- Must be willing to taking training as required by Supervisor
- Must have knowledgeable experience in the construction field (concrete, roofing, carpentry, and fencing, earthmoving)
- Demonstrate ability to work independently with minimum supervision and ability to work effectively with Lummi Education staff and custodians daily
- Ability to perform maintenance on lawn mower, other field equipment on school premises, adjust handicap ramps, maintenance in and outside of building and warehouse
- Willingness and ability to work evenings /weekends as requested or needed on inclement weather conditions
- Desirable to have demonstrated concern and awareness of children's issues in the Lummi community and ensuring they have a safe, clean healthy environment.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.