

# 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:** Maintenance Worker

**OPEN:** April 30, 2025

**EXEMPT:** No

**SALARY:** Education Salary Scale

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** O&M/Transportation

**SUPERVISOR:** Maintenance Manager

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Maintenance Manager, the Maintenance Worker is responsible for the upkeep, maintenance, and preventative maintenance of the Lummi Nation School facilities. This role involves assisting with repairs, renovations, and general maintenance of the school buildings and surrounding grounds. The Maintenance Worker is also tasked with ensuring that the building, facilities, and surrounding outdoor areas are well-maintained, providing a safe and secure environment for students, staff, and visitors at all times.

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

1. Maintain and repair grounds equipment, including tractors, mowers, forklifts, trailers, trucks, and golf carts.
2. Ensure all equipment is in good working condition, performing routine inspections and repairs as necessary.
3. Perform plumbing repairs on fixtures such as toilets, faucets, and sinks.
4. Troubleshoot and resolve plumbing issues in a timely manner.
5. Inspect and replace exterior lighting, including parking lot lights, emergency flashers, and exterior outlets.
6. Regularly check and maintain interior electrical outlets and receptacles.
7. Maintain school grounds, including mowing, trimming, weeding, and sweeping sidewalks.
8. Remove debris, apply salt during snowstorms, and ensure parking lots and walkways are safe and accessible.
9. Assist with the upkeep of outdoor sports fields, bleachers, and other outdoor areas.
10. Perform carpentry, drywall, and painting repairs as needed.
11. Assist with minor construction projects and improvements as requested by the Maintenance Manager, Administration or O&M Director.
12. Initiate and prioritize work orders based on urgency and operational needs.
13. Track and communicate the status of work orders to ensure timely completion and resolution of maintenance issues.
14. Assist with the setup and teardown of school events, including arranging furniture, equipment, and signage.

15. Ensure the campus is clean and safe during events.
16. Ensure the overall cleanliness and safety of campus buildings, restrooms, and grounds.
17. Report maintenance needs and safety concerns to supervisors promptly.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- A minimum of six (6) months of experience in grounds maintenance, landscaping, and equipment operation.
- A minimum of six (6) months' experience in performing general building maintenance, minor repairs and equipment operations.
- 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:**

- Ability to communicate effectively and work collaboratively with students, staff, and the community.
- Demonstrates professionalism and respect for diverse perspectives.
- Ability to maintain high levels of professionalism and uphold student confidentiality in all situations.
- Willingness and ability to work a flexible schedule as needed to accommodate operational demands.
- Ability to prioritize tasks, manage multiple responsibilities, and work efficiently under pressure in a fast-paced environment.
- Capable of organizing tasks, meeting deadlines, and following through on various assignments.
- Ability to work independently with minimal supervision while also collaborating effectively as part of a team.
- Demonstrates good judgment in decision-making and task execution.
- Strong organizational skills with the ability to attend to detail, set priorities, and complete tasks accurately and on time.
- Knowledge of chemical safety guidelines and proper handling of cleaning chemicals.
- Familiarity with school safety procedures and emergency protocols.
- Ability to assist with Lummi Nation School (LNS) emergency response procedures, including fire, earthquake, and lockdown drills.
- Understanding of emergency evacuation procedures and the ability to respond calmly and efficiently.
- Knowledge of how to properly operate, maintain, and perform minor repairs on landscape and maintenance equipment, including mowers, tractors, and other machinery.

**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.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Regular Full-Time Classified Position
- Salary depends on qualifications.
- 90 Day Probationary Evaluation Period Applies.

### **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](mailto: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.