

# LAKWOOD SCHOOL DISTRICT NO. 306

P.O. Box 220 • North Lakewood, WA 98259-0220 • Snohomish County • (360) 652-4500

## CLASSIFIED POSITION ANNOUNCEMENT

### LAKWOOD SCHOOL DISTRICT LABORER/CUSTODIAN LEAVE OF ABSENCE

**POSTING: 2009/2010-51**

**Announcement Date:** October 28, 2009  
**Applications Due By:** November 8, 2009  
**Responsible To:** Facilities Supervisor

**Description of Position:** This is a leave of absence position that will begin from the date of hire through January 8, 2010. This is a 6 hour per day laborer and 2 hour per day custodial position. This position will provide essential services for the maintenance department. The successful candidate will be responsible for receiving, distributing, and storing mail, freight, supplies, and equipment in the district. The laborer position will support the maintenance staff by painting, performing minor electrical and mechanical repairs and maintenance, care of school grounds and equipment, and other related duties.

#### **Minimum Competencies Required:**

- Ability to carry out minor repair work
- Ability to lift 50 lbs. safely
- Ability to stand, bend, stretch for up to 6 hours per day
- Ability to practice ethical and professional standards of conduct, including the requirements of confidentiality
- Valid Washington State driver's license
- Ability to operate equipment used in the maintenance of district lawns, grounds, and athletic fields
- Ability to distribute district mail accurately
- Able to read and accurately retain daily log of all supplies, materials, and equipment received and distributed throughout the district
- Willingness and ability to learn to use special custodial equipment
- Ability to work effectively as a member of the district team
- Ability to work well with other people, staff, and students
- Must be organized
- Must be able to work independently and from written directions
- Must have good health and personal hygiene

**Days/Hours Worked Per Week:** 8.0 hours per day, (6 hrs. Laborer, 2 hrs. Custodian)  
Date of hire through January 8, 2010  
**Wage Rate:** \$13.98-\$18.37 (Per PSE Bargaining Agreement for Custodian)  
\$12.77-\$16.50 (Per PSE Bargaining Agreement for Laborer)  
**Benefits:** Per PSE Collective Bargaining Agreement  
**Probationary Period:** Per PSE Agreement - Up to 60 working days

**APPLICATION PROCEDURES:**

**IN-DISTRICT APPLICANTS (within job title)**

1. Letter of interest to include:
  - Posting number
  - Specify how you meet the desired qualifications

**IN-DISTRICT (outside of the job title) OR**

**OUT OF DISTRICT APPLICANTS**

1. Classified District Application
2. Letter of interest to include:
  - Posting number
  - Specify how you meet the desired qualifications
3. Letters of References (3)

Apply to: Dawn Arrington, Human Resource Officer  
Lakewood School District No. 306  
P.O. Box 220  
North Lakewood, WA 98259  
Phone: (360) 652-4501 ext. 1011  
www.lwsd.wednet.edu

FAX: (360) 652-4509

**Immigration Reform and Control Act Requirement:** The recommended applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.  
**Disclosure Statement and Background Check:** Pursuant to Chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification of background check clearances.  
**Job Sharing:** Per School Board Policy, #3550, the District will accept applications from individuals wishing to share a position.  
**Nondiscrimination:** The Lakewood School Dist. #306 is an Affirmative Action Equal Opportunity Employer. Lakewood School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, age, or disabilities. This holds true for all students who are interested in participating in educational programs and /or extracurricular school activities. Inquires regarding compliance an/or grievance procedures may be directed to the school district's title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator : Dr. Michael Mack, Executive Director of Human Resources and Administrative Services, Lakewood School District #306 - 17110 16<sup>th</sup> Dr. N.E., Marysville WA 98271.