



**Woodinville Montessori School (WMS)**, founded in 1983, is dedicated to providing a holistic Montessori education for students from Toddler through High School. With campuses in Bothell and Woodinville, WA, WMS serves a diverse community of lifelong learners. Our pedagogy prepares students to be confident critical thinkers and emphasizes independence, empathy, self-advocacy, and adaptability.

## **FACILITIES ASSISTANT**

*Updated: 2/25/2025*

The Facilities Assistant will support the Facilities Manager in the daily maintenance operations of Woodinville Montessori School properties. This role focuses on assisting with general facilities maintenance tasks and ensuring the school's facilities are well-maintained and safe. The Facilities Assistant will work closely with the Facilities Manager and will not have tasks that require interfacing with other programs, people, or administration.

### **Responsibilities**

#### **General Facilities Management**

- Assist with preventive maintenance tasks as assigned.
- Perform basic repairs (plumbing, electrical, HVAC) under supervision.
- Conduct painting and patching as needed.
- Check exterior grounds for cleanliness and remove trash.
- Provide basic repair services, such as light bulb replacement, playground maintenance, parking lot painting, roof cleaning, etc.
- Assist with basic plumbing repairs, such as toilet fixes, sink replacement, and leak evaluation and repair.
- Respond to weather and facility-related emergencies as directed.

#### **Miscellaneous Facility Services**

- Assist with maintaining inventory of supplies and parts.
- Support the Facilities Manager in scheduling and monitoring repair service calls.
- Help maintain equipment repair records.
- Assist with the implementation of energy management and conservation programs.
- Regularly inspect areas of properties to ensure no safety hazards exist.

#### **Transportation**

- Assist with maintaining records and scheduling for school vehicles.
- Support the Facilities Manager with driver orientation and check-out procedures.

### **Required Knowledge, Skills & Abilities**

#### **Education/Certification Requirements**

- Must be 21 years or older.
- High School diploma or equivalent, Bachelor's degree preferred.
- Valid Driver License with a clean driver abstract record (no traffic citations in the last 5 years).
- Infant/Child & Adult CPR, First Aid, HIV/Blood-borne Pathogens certifications.

#### **Skills and Experience Requirements**

- Minimum of 1-2 years of increasingly responsible building services/maintenance experience including knowledge of the operation, maintenance, and adjustment of mechanical systems, electrical, HVAC, and plumbing systems.
- Ability to effectively read and interpret product specifications, manuals, and directions.
- Ability to prepare and maintain accurate maintenance records and reports.
- Familiarity with basic landscaping and handyman practices.
- Knowledge of use and maintenance of cleaning equipment and appliances.

- Experience with the use of common hand and power tools, screwdrivers, saws, drills, wrenches, and hammers.
- Successful prior facilities maintenance experience is highly desirable.
- Proficiency in Office applications.
- Experience with maintaining databases.

## **Essence of the Job**

### **Essential Functions**

- Capably multitask and adapt to changing situations while addressing issues professionally, calmly, and promptly.
- Analyze, diagnose, and repair basic devices and systems.
- Demonstrate a high level of initiative and follow-through on tasks.
- Take on new assignments willingly and effectively.
- Work effectively both collaboratively and independently.
- Exhibit strong planning, communication, and interpersonal skills.
- Plan, organize, and prioritize tasks to meet deadlines efficiently.
- Maintain composure and react effectively in emergency situations.
- Interact with others in a warm, patient, calm, respectful, and confident manner.
- High level of organization and attention to detail.
- Maintain confidentiality at all times.
- Keep a calm demeanor in a busy, highly flexible environment.
- Understand and execute verbal and written instructions, policies, and procedures independently.
- Build and maintain positive relationships with students, staff, and parents.
- Use tact, courtesy, and good judgment.
- Model and monitor appropriate student behaviors and communication skills.
- Maintain mental and physical alertness and the necessary energy to meet job requirements.

### **Work Environment**

- This job operates in a professional school environment.
- Work is performed both inside and outside in all weather conditions.
- Flexibility to meet the immediate needs of the Facilities Manager and to work outside of regular school hours to assist with maintenance tasks.
- Ability to handle frequent interruptions, multiple tasks and prioritize.
- Exposure to fumes or airborne particles, moving mechanical parts, and vibration.
- Physical demands: ability to climb a 24-foot ladder to access roofs as high as 19 ft., ability to work up to 40 ft above the ground in a lift, frequent lifting and maneuvering up to 30 pounds, occasionally lift and maneuver up to 50 pounds, ability to stand, walk, and sit for extended periods, frequent bending, kneeling, and crouching, and maneuver body in tight, cramped quarters, ability to move around the school campus to complete tasks.
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Mental and emotional demands: focusing on student and staff safety, tolerating noise, communicating under challenging circumstances, and maintaining a positive attitude.

### **Upon Hire**

- Complete an Employment Eligibility Form and submit documentation for review.
- Pass a nationwide criminal history check.
- Provide documentation of a negative FDA-approved TB test within the last 12 months.

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<b>Job Classification:</b>	Staff	<b>Supervisor:</b>	COO
<b>Employment Status:</b>	Full-Time, Non-Exempt	<b>Work Schedule:</b>	12 Month Employee, Some Nights & Weekends Necessary
<b>Compensation:</b>	\$22.00-\$30.00/hour	<b>Start Date:</b>	June 2025

**Acknowledgment:**

I have read this Job Description and understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_