

# WILSON CREEK SCHOOL DISTRICT

PO BOX 46  
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541  
FAX (509) 345-2288

## DIRECTOR OF FACILITIES/GROUND

214 Days, Monday-Thursday, Hourly Position DOE

OPENS in House: Wednesday, July 9, 2025, Open to Public: Tuesday July 15, 2025

CLOSES: Open until filled

The job is scheduled to begin on September 1, 2025

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**Position Details:** This position will be responsible for Wilson Creek School District's building and ground maintenance and operations. This position is expected to maintain effective communication and coordination with the transportation supervisor, and staff members of the Wilson Creek School District.

**Reports Directly To:** The Superintendent

### **Qualifications:**

1. Minimum age 21
2. High school graduate
3. Posses a valid Washington State Driver's License with the appropriate endorsement
4. Desirable: Possess a valid Washington State School Bus Driver's Certificate
5. Meet the physical and mental standards necessary to perform the duties, tasks and responsibilities for a school bus driver as described in the job description
6. Subject to drug and alcohol screening test as a condition of employment and annual random testing
7. Ability to apply common sense and have the understanding to carry out instructions furnished in written and oral form

### **Duties and Responsibilities**

#### **Specifics Facilities/Grounds Responsibilities- Inclusive but not limited to:**

1. Coordinate with the superintendent to oversee the maintenance of district grounds and facilities, as well as custodial staff, to ensure a sanitary, safe, and attractive environment.
2. Heating and cooling: Repair and provide maintenance as well as day-to-day operations. May utilize established HVAC contractor for assistance
3. Maintain water systems, lawns and shrubbery, weed, control, applications of fertilizer, etc.
4. Maintain equipment used for grounds and facilities such as mowers, plows, etc.
5. Snow removal and dispersion of ice melt as need to prevent slipping
6. Complete work orders approved through the district office in a reasonably short time frame
7. Coordinates with custodial staff on larger projects and summer projects, as well as setting up for events, graduations, concerts, and other events
8. Responsive to staff members facility and environmental needs
9. Ability to establish and maintain a Preventative Maintenance System for facility- i.e. scheduled maintenance on belts, filters, painting, etc.
10. Completes repairs to fixtures (plumbing, lighting, etc.) walls, and other items that become damaged or are in need of repair
11. Other duties as assigned relating to facilities and grounds
12. Maintain and order custodial supplies
13. Participate on the district safety committee
14. Coordinate with transportation and superintendent on road conditions affected by winter weather.
15. Maintain all record associated with all MDS Sheets
16. Maintain and coordinate fire safety equipment , inspections and annual certification of fire suppression, fire extinguishers, fire suppression, smoke detectors and kitchen range hood.
17. Inventory and maintain all surplus items per RCW and board policy
18. Coordinate with Business Manager for all contracted vendor services that require prevailing wage laws
19. Maintaining safety inspection on all grounds and facilities
20. Transport mail daily

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21. Performs related duties as assigned

Salary: \$25.00-\$31.00, depending on experience and education.

Benefits: Please visit our website at [www.wilsoncreek.org](http://www.wilsoncreek.org) to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.) Link: [https://www.wilsoncreek.org/?page\\_id=13146](https://www.wilsoncreek.org/?page_id=13146)

Application: Please submit the following:

- Letter of interest
  - Completed Classified application packet (available on our website at [www.wilsoncreek.org](http://www.wilsoncreek.org))
  - At least three (2) references qualified to assess your past work history
- Inquiries may be directed to 509-345-2541 or email [jobs@wilsoncreek.org](mailto:jobs@wilsoncreek.org)

Please submit all application materials to:

**Wilson Creek School District**  
**PO Box 46**  
**400 Navar Street**  
**Wilson Creek, WA 98860**