



LIVELY CARETAKER

Classification: Lively Caretaker Location:
Reports to: Maintenance Supervisor

Lively Environmental Center
Employee Group: Non-Represented

This job description does not constitute an employment agreement between the District and the employee and is subject to change as the District's needs and position requirements change.

Part I: Position Summary

The employee is responsible for 20 hours per week of maintenance, grounds, custodial, and security services on the approximately 20-acre Lively Environmental Center site located at 1918 Seattle Hill Road, Mill Creek, WA, 98012. The employee must enter into a tenant lease agreement with the District as per attachment A to this job description and live on the premises in the provided private residence.

Part II: Supervision and Controls over the Work

The employee serves under the supervision of the maintenance supervisor and is responsible for maintaining the Lively Environmental Center in a safe, clean, healthy, and well-maintained condition. Work is guided by and must comply with federal and state law, city and county regulations, school district policies and procedures, and the expectations and directions of the supervisor.

Part III: Major Duties and Responsibilities

Duties may include but are not limited to the following:

1. Performs typical groundskeeping activities on the site, including mowing, edging, weeding, brush clearing, tree pruning, bush trimming, clearing downed branches, leaves, and small trees, pest control, snow clearing, and deicing walkways, stairs, and decks. Required activities also include preparing and maintaining schools' on-site vegetable gardens, including rototilling, fertilizing, watering, and weeding. The employee will not be required to plant or harvest vegetables or fruit.
2. Performs typical custodial duties such as cleaning up litter and garbage on the site and cleaning, vacuuming, sanitizing, dusting, removing, and reporting graffiti, replenishing paper products and changing lights and filters in the building areas. Employees will also be responsible for initiating and monitoring maintenance work orders for the facilities on site as necessary.
3. Performs minor carpentry, electrical, and plumbing projects, repairs, and maintenance using small hand and power tools on work items such as roofing, gutters, siding, painting, picnic benches, signage, and fixtures.
4. The Caretaker will be expected to open the Lively Environmental Center site by 8:00 a.m. and close it at dusk daily except during personal time off or holidays or as approved by the supervisor. Events sponsored by the District may occur on-site at any time. All events on-site will be scheduled through the District's Community Services department using its online facility use scheduling system. The Caretaker will monitor the facility use schedule and

ensure the site and building facilities are prepared for upcoming events and activities and unlocked/locked as needed. The employee will ensure restrooms and the on-site museum are open for use during the hours the facility is open to the public.

5. Ensures the security of the site, including opening and closing the site, activating/deactivating building security systems, conducting perimeter security walks, informing trespassers to leave the site, and reporting them to the police if they do not comply.
6. Meets with any health, safety, and fire regulatory personnel visiting the site to ensure the site is compliant with all health, safety, and fire regulations.
7. Cleaning, pressure washing, and maintaining the fish hatchery and clearing downed trees, trash, and debris from the on-site stream and pond.
8. Operates equipment on-site, such as chainsaws, mowers, weed-eaters, leaf blowers, tractors, and all-terrain vehicles. The employee is not authorized to operate District vehicles on public roads or off-site.
9. Orders and receives supplies and materials for the site as required.
10. The employee will have no responsibility or authority for the acquisition, selection, organization, or presentation of items to be displayed in the on-site museum other than cleaning, dusting, and security. The employee is explicitly prohibited from accepting items for display in the museum on behalf of the District without supervisor approval.
11. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent, ten years experience in carpentry, groundskeeping, custodial services, or general facility building maintenance and landscaping.
3. Knowledge of carpentry, plumbing, landscape, and maintenance methods to maintain and preserve an environmental site and support facilities.
4. Knowledge of custodial and trail maintenance and natural forested and wetland ecosystems.
5. Ability to establish and maintain effective working relationships with a variety of people (e.g., classified and certificated staff, administrators, supervisors, community members, etc.)
6. Ability to schedule site/facility maintenance activities around use.

7. Working under the supervisor's direction, ability to provide leadership and direction in the planning and implementation of projects by community volunteers and organizations relating to site maintenance and upgrades.
8. Ability to problem solve and to communicate orally, in writing, and using technology.
9. Knowledge of basic power machinery and equipment used for site maintenance and caretaking.
10. Knowledge of security and safety practices and procedures.

Part V: Desired Qualifications

1. High school diploma and an associate degree or higher in environmental science, horticulture, agriculture, forestry, or related field.
2. Successful experience in custodial services, groundskeeping, or construction.
3. Ability to use cell phones, computers, and associated devices and to learn and use software applications commonly used by district staff, such as internet browsers, text messaging, email, Word, Excel, Teams, Zoom, and SchoolDude.

Part VI: Physical, Environmental, and Other Requirements of the Position

1. Employee must live at the Lively Environmental Center and work an average of twenty (20) hours per week on maintenance, grounds, custodial, and security services at this site. The daily work schedule is flexible but must be arranged with and preapproved by the supervisor. If necessary, work hours beyond twenty (20) must be pre-approved by the supervisor and may be flexed with hours in a subsequent work week. The number of hours worked during any seven-day work week (Sun.-Sat.) must not exceed forty (40) hours, and any approved flextime shall be reconciled on a monthly basis.
2. Personal time off will be provided as follows:
 - a. Fourteen (14) days annually for vacation, and
 - b. Paid sick leave will be accrued in accordance with Board Policy 5320.2 related to non-exempt employees at the rate of one (1) hour for every forty (40) hours worked. Authorized uses, accrual, carryover, and notification requirements for sick leave shall be as set forth in applicable state regulations referred to in board policy and
 - c. The following thirteen (13) holidays recognized by Everett Public Schools: Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year Holiday, Martin Luther King Jr. Day, President's Day, Memorial Day, and Juneteenth.
 - d. For each day of personal time off used, four (4) hours will be subtracted from the 20 hours of work required for that week, up to a maximum of 20 hours per week.
 - e. Annual vacation will be awarded each year on September 1 for the following year. An initial amount will be awarded upon employment; that amount will be prorated for the initial employment period through the first August 31 of employment. Annual vacation may not be carried over to the following year.

3. The employee will have personal use and possession of the private residence and associated yard area as described in the attached tenant lease agreement. All other areas of the site are for use by the District and, at times, for the public and are not for the personal use of the employee unless otherwise scheduled for use through the Community Services Department.
4. Employee must be able to lift, move, or carry objects up to 50 pounds; must be able to stand for prolonged periods; must be able to work outdoors in inclement weather; must be able to work from ladders; and must be able to operate power machinery equipment.
5. The employee will be on probation for the first 90 (ninety) days of employment and can be dismissed without reason.

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical requirements	Never	Seldom 1-10% 0-1 hour	Occasional 11-33% 1-3 hours	Frequent 34-66% 3-6 hours	Constant 67-100% (Not restricted)
Sit		X			
Stand / Walk					X
Perform work from ladder		X			
Climb ladder		X			
Climb stairs		X			
Twist			X		
Bend / Stoop			X		
Squat / Kneel			X		
Crawl		X			
Reach Left, Right, Both				X	
Work above shoulders L, R, B		X			
Keyboard L, R, B			X		
Wrist (flexion/extension) L, R, B			X		
Grasp (forceful) L, R, B					X
Fine manipulation L, R, B		X			
Operate foot controls L, R, B		X			
Vibratory tasks; high impact L, R, B	X				
Vibratory tasks; low impact L, R, B			X		
Lifting / Pushing	Never	Seldom	Occas.	Frequent	Constant
<i>Example</i>	<u>50</u> lbs	<u>20</u> lbs	<u>10</u> lbs	<u>0</u> lbs	<u>0</u> lbs
Lift L, R, B	lbs	0-60 lbs.	0-60 lbs.	0-10lbs	lbs
Carry L, R, B	lbs	lbs	Up to 60lbs	Up to 60lbs	lbs
Push / Pull L, R, B	lbs	lbs	Up to 60 lbs	Up to 60lbs	lbs

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes,



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airborne particles, and toxic or caustic chemicals. The individual may be expected to be exposed to blood or other potentially infectious materials during their duties.

Testing Requirements: Pre-Employment/Post-Offer Physical Capacity Testing Required

PART VII: Compensation and Benefits

1. The district will provide on-site housing and associated utilities to the employee at no cost as compensation for twenty hours of work per week on the district's site. No monetary compensation will be provided for this work; this position is not retirement-eligible.
2. This position may be eligible for certain School Employee Benefits (SEBB) as determined by the Washington State Health Care Authority.