

**Memorandum of Understanding (MOU)**

**Between Tumwater School District and Tumwater United PSE Chapter #526**

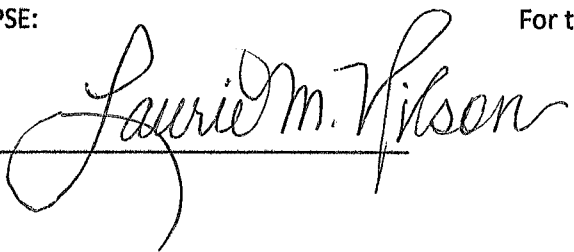
The Tumwater School District ("the District") and the Tumwater United PSE Chapter #526 hereby enter into the following agreement regarding the addition of "Maintenance Technician" as a new job category in Section 1.4.

The parties recognize the importance of having a skilled work force and the opportunity to "grow our own." The Maintenance Technician will be an entry level position that will gain the skills needed to be a Skilled Maintenance worker. This MOU establishes clear procedures for the adding of "Maintenance Technician" to the PSE contract.

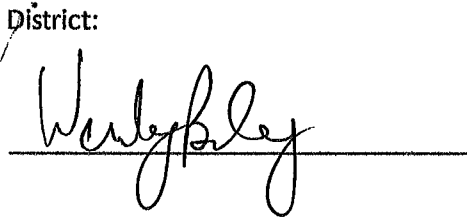
1. The District and PSE Chapter #526 will agree upon the new classification of Maintenance Technician under Section 1.4.
2. The District and PSE Chapter #526 will agree upon the job description of the Maintenance Technician as attached. See exhibit A.
3. The District and PSE Chapter #526 will agree upon the salary schedule of the Maintenance Technician as attached. See exhibit B.
4. Maintenance Technician will be entitled to all rights under the 2023-2026 PSE contract.

This Memorandum of Understanding will be in effect for the length of the current collective bargaining agreement and will be incorporated into the parties' collective bargaining agreement in the final successor agreement.

For PSE:

  
\_\_\_\_\_

For the District:

  
\_\_\_\_\_

Date:

1-24-2024

Date:

1/22/24

**TUMWATER SCHOOL DISTRICT NO. 33**  
**621 Linwood Avenue • Tumwater, Washington 98512**  
**360-709-7020**

**JOB DESCRIPTION**

**TITLE:** Maintenance Technician

Tuesday through Friday 2:30 – 11:00 P; Saturdays 10:00 AM – 8:30 AM (negotiable)

**QUALIFICATIONS:** High School diploma or GED. Valid Washington State Driver's license and State/FBI background clearance required. Five years of experience performing general maintenance with basic knowledge of all trades.

**ESSENTIAL FUNCTIONS:**

**Constantly – 67 – 100%**

- Assist Building Maintenance Division with performing preventative and general building maintenance tasks as directed.
- Serve as a member of the maintenance team and perform a wide-variety of tasks associated with all maintenance, repairs, and clean up tasks within the District. Tasks and repairs include, but are not limited to: non-skilled plumbing, drywall, painting, door/door hardware, flooring, commercial kitchen equipment, roof, and non-skilled electrical and/or low voltage.
- Assist with scheduled maintenance of heating, ventilation and air conditioning systems. Replace worn parts on a variety of mechanical equipment in connection with a preventative maintenance schedule.
- Use of work order program to maintain preventive maintenance reports, logs and files

**Frequently – 34 – 66%**

- Operate and maintain power tools, hand tools, vehicle(s), and scissor lifts.
- Replace lamps, and ballasts and replace batteries on low voltage systems and equipment.
- Perform non-skilled carpentry repairs, to include basic drywall patching, painting, replacement of wall-hanging fixtures, removing and reinstalling white boards, banners, pictures, and other classroom fixtures.
- Assist with performing maintenance and repair of heating systems, to include temperature control valves, damper operating devices, boiler controls and safety devices.
- Assist with basic plumbing repairs, to include faucets, drinking fountains, sinks, toilets, urinals, drain unclogging, and clay trap cleaning.

**Occasionally – 6 – 33%**

- Use technology, computers, and programs for operation of Safe Schools, School Dude, Outlook, and Skyward.
- Assist with the overhaul and repairs on boilers, lines, pumps, motors, fans, compressors, and related air handling and distribution equipment.
- Assist with roof repairs.
- Assist with maintaining electric and direct digital controls for all HVAC equipment
- Meet on-site with contractors and government officials for dispatch, bids, small projects, work orders and inspections.
- Assist with preventative maintenance on all assigned District vehicles and equipment.
- Assist with maintenance and operation of fire suppression systems.
- Participate in a rotating on-call list that responds to emergency call-outs, as needed.
- Respond and provide maintenance assistance for facility user groups, and/or contact supervisor regarding maintenance concerns on Saturdays. Work with district custodians on Saturdays as needed.

**NON-ESSENTIAL FUNCTIONS:**

**Rarely – 1 – 5%**

- Respond to and report septic alarms, low-level water tank alarms, and water pump malfunctions.

**REQUIREMENTS:**

Know and observe good safety procedures; maintain safe working conditions; comply with safety rules and regulations



**TOOLS AND EQUIPMENT USED:**

Digital electrical Multimeters, Electrical amp meter, Air flow hood, Basic hand tools (wrenches, sockets, pliers, scrapers, screwdrivers, hammer, etc), Refrigeration manifold and gauges, Refrigeration evacuation pump, Refrigeration recovery pump, Refrigeration leak detector, Ladders, scaffolds and lifts, Power tools (Sawzall, circular saw, band saw, vacuum cleaner, roto-hammer, chipping hammer, boiler punching machine and grinders)

**POTENTIAL MODIFICATIONS:**

Employer handles this on a case by case basis.

RESPONSIBLE TO: Supervisor of Buildings and Grounds

SCHEDULE: Tumwater School District Calendar

SALARY: Tumwater School District Salary Schedule Range -

CONTACT PERSON: Human Resources --  
360-709-7020

EQUAL OPPORTUNITY EMPLOYER: Tumwater School District #33 does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; gender, marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer at 621 Linwood Avenue SW, Tumwater, WA 98512, or by phone at (360) 709-7020.

UPDATE

Exhibit B

2023-2024 PSE SALARY SCHEDULE

4.7% INCREASE

|                        | Sub 94 | PERC 96 | Step 1<br>Journey | Step 2<br>2 Yr | Step 3<br>3 Yr | Step 4<br>5-9 yr | Step 5<br>10+ yr |
|------------------------|--------|---------|-------------------|----------------|----------------|------------------|------------------|
| Maintenance Technician | 23.58  | 25.66   | 27.75             | 28.33          | 29.48          | 30.93            | 32.36            |