

SHASTA HEAD START CHILD DEVELOPMENT, INC

Facilities Maintenance

Supervisor: Operations Director

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Responsible for the repair and maintenance of Shasta Head Start facilities.

Essential Duties and Responsibilities

- Independently perform construction, maintenance and repairs of agency facilities on a scheduled and as-needed basis.
- Track and prioritize maintenance request.
- Insure quarterly scheduled maintenance checklists are completed.
- Order, purchase or gather needed tools and materials to complete maintenance requests.
- Track and maintain inventory located in the supply warehouse.
- Janitorial and yard maintenance duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze and interpret complex documents including building and grounds plans, electrical plans and instructions for the assembly and use of tools and equipment.
- Ability to apply mathematical concepts and operations to such tasks as determining square and linear footage, amount and quantity of materials to be used, time, prorating and billing.
- Ability to solve practical problems.
- Ability to work with members of the business community.
- Awareness of standard safety regulations.

Education

Minimum

High School Diploma or GED

Training and Experience

Minimum

2 years of experience in building maintenance or construction

Desired

Experience in electrical, plumbing, and watering systems

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear; stand and walk. The employee is frequently required to smell; climb, stoop, kneel, crawl, climb ladders, reach overhead, repeated bending, climb, and crouch; ascend/descend one flight of stairs. The employee must regularly lift and/or move up to the floor to knuckle, 75 pounds, frequently 50 pounds, and constantly 20 pounds. Occasionally shoulder to overhead 50 pounds, frequently 50 pounds and constantly 20 pounds; push/pull 100 pounds for 300 feet. The employee must be able to carry 100 ft distance with one and/or two hands, occasionally 75 pounds, frequently 40 pounds, and constantly 20 pounds. The noise level in the work environment is usually moderate and raucous.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title