

POSITION DESCRIPTION

JOB TITLE: Facilities/Maintenance Asst.

SALARY RANGE: 6

REPORTS DIRECTLY TO:
Maintenance Manager

WORK STATION:

GENERAL DESCRIPTION:

Maintenance assistant is responsible for the condition and repair of the Head Start Centers including plumbing, electrical and general appearance.

SPECIFIC RESPONSIBILITIES:

1. Assist with ensuring that the buildings are properly maintained and in compliance with all safety regulations.
2. Assist with repairs to the buildings during the months the Head Start program is in session.
3. During times classrooms are not in session, assist with complete inspection and required maintenance.
4. Assist with ensuring all records are maintained on each Head Start building and submitted to the Central Office.
5. Participate in Head Start training and career development activities.
6. Assist with ensuring that buildings meet all state child care regulations and federal performance standards.
7. Perform additional related duties as assigned by supervisor.
8. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Will contact the Professional Development Specialist immediately if suspect abuse or neglect of any child.

KNOWLEDGE, SKILLS AND ABILITIES:

1. High school diploma or equivalent preferred.
2. Knowledge of all applicable building codes and safety regulations and procedures.
3. Knowledge of applicable state and federal laws governing facilities for licensed day care facilities, including fire/safety and sanitation.
4. Knowledge of basic building preventive maintenance such as structure, electrical and plumbing repairs.
5. Demographic and geographic knowledge of communities.
5. Ability to keep accurate records of materials and supplies.
6. Ability to maintain purpose, goals and objectives of the Head Start program.
7. Possess valid license.
8. Obtain initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
9. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.

I accept the duties and responsibilities as outlined in this position description. This position is not exempt from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation