

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

MAINTENANCE SPECIALIST	
Supervisor: Operations Director	Subordinates: None
Classification: Coordinator II	Exempt Status: Non-exempt
Terms of Employment: Regular Full-Time	

Job Goal: To maintain cleanliness and repairs in all areas of facilities and outdoor environments

Essential Responsibilities:

1. General Building Maintenance
 - a) Completes regular maintenance, cleaning and minor repairs at centers and main office upon request.
 - b) Completes routine maintenance of all heating and ventilation systems (change air filters, vacuuming outside units, etc.)
 - c) Assists in refurbishing and repairing of office spaces, classrooms, and storage units which may include minor carpentry, painting, sanding and refinishing of furniture, fixtures and equipment.
 - d) Perform minor plumbing.
 - e) Inventory and maintain grounds equipment, tools, and supplies.
 - f) Perform rodent, pest, insect control as required
2. Maintain a healthy, safe, and attractive outdoor environment.
 - a) Ensures regular maintenance and upkeep of outdoor environments, including landscaped beds, playgrounds, outdoor structures and parking lots. (Does not include lawns on a regular basis).
 - b) Perform routine inspections of outdoor areas to insure areas are free of safety hazards, trash, weeds and other debris.
 - c) Develop and carry out a weed control program not covered by yard service personnel.
 - d) Develop and carry out a plan for watering and fertilizing all grounds
3. Assist in repair and maintenance of buildings, classrooms, storage facilities, machinery and equipment agency wide
 - a) Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
 - b) Perform routine inspections of site interiors for safety hazards.
 - c) Perform repairs, maintenance, moving, transporting, and installation of playground structures.
 - d) Ensure agency machinery and equipment is maintained, kept clean and stored in a secure location.
4. Complete work requisitions in a timely manner as directed by the Operations Director
5. Act as a substitute and back-up bus driver as requested by supervisor.
 - a) Maintain CDL and school bus driver's licenses
 - b) Maintain current First Aid and CPR cards

Qualifications

1. High school diploma or equivalent. At least two years experience maintaining facilities
2. Ability to maintain preventative maintenance records
3. Current physical examination and TB screen documentation upon hire
4. Current CPR/FA cards
3. Adequate means of transportation
4. Ability and desire to work effectively and independently
5. Carpentry skills

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Lift and move heavy and/or bulky objects or children weighing up to 75 lbs.
11. Ability to drive a private or Agency vehicle
12. Be present at work in order to provide consistency of services.
13. Be a contributory team member in a positive/productive manner.
14. The ability to work outdoors intermittently with exposure to cold and hot weather conditions
15. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer