



Regional Consolidated Services Job Description

Department Head Start

Job Title Maintenance Technician

Purpose: This position serves to promote safe and maintained facilities in Alamance and Randolph counties.

Primary Duty – The primary duty of this position will ensure safety, upkeep and maintenance of Alamance and Randolph County facilities.

Essential Functions and Responsibilities:

1. Read and understand the RCS Employee Handbook, RCS Head Start Operations Manual, Head Start Performance Standards, NC Childcare Regulations, NC Environmental Health Regulations for Childcare and any other laws and/or regulations pertaining to the Head Start Program.
2. Receives oral or written orders from Head Start Transportation/Facilities Coordinator.
3. Performs work according to standard procedure and by buildings' operational schedule.
4. Pick up and deliver supplies and materials to job sites.
5. Conduct routine inspections of premises and equipment. Perform basic maintenance and repair of equipment and structures as necessary.
6. Maintains current driver license and automobile insurance.
7. Customarily and regularly maintains maintenance and work vehicle records.
8. Attends staff meetings and training sessions as appropriate to job responsibilities.
9. Customarily and regularly coordinates maintenance component with coordinators to ensure facilities are kept in good repair.
10. Customarily and regularly identifies/diagnose mechanical issues and correct them.
11. Customarily and regularly works with supervisors to ensure that rules are followed as written in Operation Manual.
12. Customarily and regularly responsible for preventative, ongoing and repair maintenance of Alamance, and Randolph County facilities including maintaining contracts with vendors, communicating needs with coordinating staff, completing purchase orders as needed and maintaining needed maintenance supplies at each site; ensure facility walkways and drives are clear.
13. Assist other coordinators to ensure integration of components.
14. Consistent and regular attendance is required.

Other Duties and Responsibilities:

1. Other duties as assigned by the Transportation/Facilities Coordinator.

Supervisory Responsibilities: None

Knowledge and Skills:

1. Previous experience in building repair and maintenance work.
2. Skilled in the use of hand and power tools.
3. Always maintain safety procedures.
4. Read and interpret equipment manuals and work orders to perform required maintenance and repair.
5. Excellent driving record.
6. Time management and organizational skills.

7. Ability to relate well with staff and parents with professional presentation and attitude with excellent communication skills.
8. Ability to handle multiple tasks.
9. Demonstrate willingness to accept job related responsibilities at other than normal working hours.

Fiscal Responsibility:

1. Responsible for submitting supplies requests promptly, including purchase orders according to agency fiscal procedures.
2. Responsible for providing input for the budget regarding maintenance services.

Physical Demands:

1. Able to bend, stoop, lift an approximate 60 pounds and occasionally up to 100 pounds see, hear, speak; move fingers, hands and arms; walk and stand for long periods of time up to 8 hours per day.

Working Conditions:

1. Office setting with moderate noise level.
2. Classroom, including outdoor play area with poor weather conditions, setting with moderate to loud noise levels during site visits.
3. Travel that is local, regional and national requiring overnight stays.

Qualifications:

1. High school diploma required.
2. Maintain current and clean license.
3. Excellent written and verbal communication skills required.
4. Excellent organizational skills required.
5. Clean record regarding child abuse and neglect required.

Classification: Nonexempt.

The Transportation /Facilities Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____