

Highland Rim Economic Corporation

Title: Maintenance Assistant	Reports To: Safety/Nutrition Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 8	Pay Grade: 801
Location of Work: Head Start Central Office, Houston County	

Description:

Maintenance Assistant is responsible for the repair and maintenance of Highland Rim Head Start Facilities ensuring the provision of high quality comprehensive early childhood services by effectively servicing and maintaining program buildings and buses to ensure compliance with all Head Start Performance Standards.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Assist **Safety/Nutrition Manager** in repair of agency facilities on a scheduled and as needed basis
- Attends mandated trainings, meetings, and seeks out staff development opportunities
- Ensure the quality and completion of jobs
- Assist with annual inventory of tools and equipment
- Ensure that the Head Start Central offices are clean including bathrooms and common areas by sweeping, mopping, vacuuming, dusting and emptying trash
- Ensure that safety and health procedures are followed as directed by **Safety/Nutrition Manager**
- Perform regular upkeep of outside areas, including lawns, landscaped beds, playgrounds and parking lots, to include weeding, trash and litter removal required to keep areas clean, neat and safe
- Complete Safety Checklist on a monthly basis
- Miscellaneous minor maintenance; (i.e. changing filters, unclog toilets, daylight lightbulbs, emergency lighting batteries, etc.)
- Assist with moving office and classroom furniture, fixture and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements
- Effectively communicate with the **Safety/Nutrition Manager** on progress of scheduled maintenance, emergency maintenances, materials received, and ongoing projects
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e. floor waxing, carpet cleaning, pressure wash building, replacing ceiling tiles, cleaning out ceiling lights as well as replacing them.)

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- Complete quarterly HVAC coil cleanings, filter changers on the HVAC units, and maintains documentation
- Ensures Head Start vehicles are cleaned to include vacuuming, removing trash and exterior washing
- Assists with ensuring all Head Start vehicles are serviced and maintained, conducts vehicle inspections
- Monitors Bus as needed
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- Minimum of High School Diploma or GED
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy
- Ensure periodic physical examination and tuberculin test
- Incumbents are subject to a criminal background check and must pass pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

Knowledge and Skills:

- One year of experience in general maintenance work, or janitorial or related field, or an equivalent combination of training and experience
- Ability to read and comprehend instructions, shore correspondence and forms
- Adheres to professional ethics and standards
- Interpersonal skills and the ability to work as a team member
- Organizational, decision-making/problem-solving and multi-tasking skills
- At minimum, basic computer literacy
- Ability to work independently
- Knowledge of standard safety regulations

Physical Requirements:

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, 50 pounds, frequently 50 pounds and constantly 20 pounds. Occasionally shoulder to overhead 50 pounds, frequently 50 pounds and constantly 20 pounds. The employee must be able to carry 100-foot distance with one and or two hands occasional 50 pounds, frequently 50 pounds and constantly 20 pounds. The noise level in the work environment is usually moderate and raucous. Travels up to 50-75%.

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The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ **Date:** _____