



Regional Consolidated Services

Job Description

Department Early Head Start/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. Performs work according to standard procedure and by buildings' operational schedule.
3. Pick up and deliver supplies and materials to job sites.
4. Conduct routine inspections of premises and equipment.
5. Perform basic maintenance and repair of equipment and structures as necessary.
6. Customarily and regularly maintains maintenance and work vehicle records.
7. Customarily and regularly work with coordinators to ensure facilities are kept in good repair.
8. Customarily and regularly identify mechanical issues and correct them.
9. Customarily and regularly responsible for preventative, ongoing and repair maintenance of Alamance, and Randolph County facilities including maintaining communicating needs with coordinating staff, maintaining needed maintenance supplies at each site; ensure walkways and driveways are clear at facilities.
10. Assist other coordinators when needed to ensure integration of components.
11. 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 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. Willing 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.

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. Valid driver's license and clean driving record.
3. Able to obtain clean background check through the Department of Health & Human Services (DHHS).

Classification: Nonexempt position 12-month. The Transportation/Facilities Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____