



## **JOB DESCRIPTION**

**Title:** Maintenance Technician

**Reports To:** Operations Coordinator

**Mission Statement:**

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

**Job Summary:**

This position supports the maintenance of high quality Head Start classrooms and overall facilities. Responsibilities include maintaining compliance of facilities and other services with Head Start Performance Standards and other state and federal regulations, and providing custodial services to the program. Responsibilities also include custodial maintenance of all facilities to which s/he is assigned.

**Responsibilities:**

The Maintenance Technician/Janitor will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Acelero Learning employees.

**Facilities and Operations:** Uses knowledge of sound facilities and operational practices ensure compliance with performance standards and licensing requirements, and provide for health and safety of all infants and toddlers in the program.

- Identifies areas in need of maintenance and repair and responds to those needs promptly and effectively.
- Performs basic maintenance, construction and technology tasks and effectively utilizes resources to accomplish them.

The Maintenance Technician/Janitor responsibilities chiefly fall within the core function of Facilities & Operations, although s/he may perform other tasks as needed.

1. Provide general maintenance to facilities:
  - Cleans all facilities over which s/he has primary responsibility, including regular cleaning of exposed spaces, bathrooms, and floors.
  - Completes regular maintenance, cleaning and minor repairs at centers and main office

upon request.

- Ensures major repairs and maintenance are completed as requested.
  - Completes routine maintenance of all heating and ventilation systems.
  - Assists in remodeling, refurbishing and repairing of office spaces, classrooms, and storage units which may include minor carpentry, painting, sanding and refinishing of furniture, fixtures and equipment.
  - Perform minor plumbing and electrical repairs and maintenance.
  - Ensures regular maintenance and upkeep of outdoor environments, including lawns, landscaped beds, playgrounds, outdoor structures and parking lots.
  - Completes daily check up of playgrounds as well as monthly check up of facilities and buildings using Acelero's Health and Safety checklist.
  - Perform routine and thorough inspections of outdoor (playground) areas to insure areas are free of safety hazards, trash, weeds and other debris.
2. Repair and maintenance of building, classroom, storage facilities, machinery and equipment agency wide:
    - Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
    - Perform routine inspections of site interiors for safety hazards.
    - Perform repairs, maintenance, moving, transporting, and installation of playground structures.
    - Ensure agency machinery and equipment is maintained and stored in a secure location.
  3. Transport and distribute food and other materials to Head Start sites as needed.
  4. Complete work requisitions in a timely manner as directed by the Operations Director.
  5. Transport records and materials to climate controlled facility.
  6. Responsible for the abatement of licenses.
  7. Meet with contractors and vendors to obtain bids.
  8. File paper work from transportation trip request, cooks, health and safety checklist, or other requested documentation.
  9. Maintain daily driving record of assigned company vehicles and drive safely.
  10. Set up for Professional Development Day or any school function with required AV and/or materials.
  11. Assemble furniture or equipment.
  12. Possess basic knowledge of computer software repair for systems such as Child Plus and sonic walls, etc.
  13. Possess basic knowledge of OSHA Standards and compliance requirements.
  14. Assist Operations Coordinator with purchasing from local vendors such as Home depot.
  15. Must be on call for emergency situations such as investigate alarm systems , accurate building inspections and weather related emergencies as needed.
  16. Participate in staff meetings, conferences, training sessions and workshops as assigned.
  17. Maintain confidentiality in regards to staff and family information.
  18. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
  19. Perform any other work-related duties as requested by your supervisor.

20. Be present at work in order to provide consistency of services.
21. Be a contributory team member in a positive/productive manner.
22. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Requirements:**

- High School Diploma or equivalent, AA/AS preferred.
- Valid Driver's license in good standing.
- Reliable transportation and/or state-mandated minimum insurance coverage(s) on your vehicle.
- Able to lift and move heavy and/or bulky objects or children weighing up to 75 lbs.
- Intermediate computer literacy in email, word processing and internet navigation.

**We are an equal opportunity employer, committed to creating a diverse and healthy workplace.**