



Black Belt Community Foundation

Maintenance Technician Job Announcement

Updated 9/9/2025

Title: Maintenance Technician

Reports To: Operations Coordinator

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Maintenance Technician supports the maintenance of high-quality Head Start classrooms and facilities. Responsibilities include facility upkeep, repairs, custodial services, and compliance with Head Start Performance Standards and state and federal regulations.

Key Responsibilities:

- **Facilities & Operations:** Perform cleaning, maintenance, and minor repairs of Head Start centers, playgrounds, and administrative offices; maintain heating/ventilation systems; conduct routine inspections using the Health and Safety checklist; ensure outdoor areas are safe and clean.
- **Repairs & Equipment:** Assist in remodeling, painting, furniture assembly, minor plumbing and electrical repairs; transport and distribute food, records, and materials; maintain agency equipment and secure storage.
- **Support & Logistics:** Meet contractors and vendors to obtain bids; file paperwork for inspections and trips; drive company vehicles safely and maintain driving records; set up for professional development days or events; assist with purchasing from vendors.
- **Professional Standards:** Participate in meetings and trainings; maintain confidentiality; fulfill mandated reporter role; be on-call for emergencies including weather-related situations.

Requirements: High School Diploma or equivalent (AA/AS preferred). Valid driver's license in good standing; reliable transportation with required insurance. Ability to lift and move up to 75 lbs; intermediate computer literacy (email, word processing, internet navigation).

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application.

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