



## Orange County Head Start, Inc. CAREER OPPORTUNITY

### ***MAINTENANCE ASSOCIATE***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

OCHS is currently seeking an experienced Maintenance Associate to help support and maintain multiple early childhood facilities. Under the direction of the Facilities Manager, the successful candidate for this position will be responsible for completing daily work orders that include but are not limited to: the upkeep of multiple agency facilities and environments, including buildings, grounds, and equipment in accordance with federal, state and local regulations and OCHS policies and procedures with a consistent emphasis on child and staff safety.

Two years of experience in one or more of the skilled trades, or any equivalent combination of education and experience in facilities maintenance and/or related field in a multi-site environment.

This position is full-time with a wage range of \$13.50 – \$15.50 an hour plus outstanding benefits and a generous retirement plan. Candidate must be willing to work afterhours and on weekends on occasion to support Agency needs.

**Final filing date Wednesday, January 10, 2018 at 5:00 p.m.**

**Apply now to join our team! Submit an application and current DMV driver record printout to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE:** *MAINTENANCE ASSOCIATE*

**JOB CODE:** \_\_\_\_\_ Pay Grade D \_\_\_\_\_

**EXEMPTION STATUS:** NON EXEMPT

## JOB PURPOSE SUMMARY

Under general supervision, perform a wide variety of general maintenance and repair work of agency property.

## ESSENTIAL JOB DUTIES

Provide assistance to center and administrative staff such as receiving work order requests for maintenance and repairs.

Perform simple plumbing repairs, leaking faucet, toilets, caulking, replacing rusted parts, replacing/repairing damaged water fountains, etc.; turn/replace/even woodchips and sand; rearranging furniture; move/dispose furniture; sand and paint; graffiti removal, replace damaged wood on ramps, planter boxes, railings, etc.; drywall repair; etc.

Assemble, transport, store and occasionally maintain equipment, including; computers and peripheral equipment, furniture, partitions, etc.

Ensure Administration Office premises and property are clean by reviewing and augmenting contract cleaning service's work, especially of public areas, storerooms, break areas and copier work areas.

Occasionally perform major cleaning of premises involving floors, furniture, fixtures, and emptying trash receptacles.

Assist with and/or coordinate storage of Agency property, documents, materials, etc. Dispose of confidential and non-confidential property, documents and materials appropriately, including recycling as warranted.

Deliver materials/equipment to centers or delegate agencies upon request.

Assist with maintenance and cleaning of agency owned vehicles.

## NON-ESSENTIAL JOB DUTIES

Perform basic office functions, such as answering phones, as needed.

Other similar non-essential duties as needed.

## JOB QUALIFICATIONS

**Education:** High school diploma or equivalent. Any combination of experience and training that would provide the required knowledge and abilities.

**Experience:** Minimum 1 year custodian or maintenance experience.

**Knowledge:** Moderate level of knowledge of equipment, materials, methods, and procedures used in maintenance. Knowledge of safe working practices and OSHA requirements for safe operation of equipment.

**Language Skills:** Ability to read and write at a level indicative of successful performance. Ability to read and interpret warning labels, directions, instructions, etc. Ability to effectively follow both oral and written directions and requests.

**Math Skills:** Basic understanding of general mathematic principles and calculations. Ability to take accurate measurements.

**Other Skills:** Safely and effectively use hand and power tools, such as screwdrivers, saws, drills, wrenches, hammers, etc.

**Reasoning Abilities:** Ability to form conclusions and make inferences or judgments, including troubleshooting and problem solving.

**Other Abilities:** Ability to work both in a team environment and independently. Initiative and self-direction. Service orientation. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Drivers must have two years driving experience and must show proof of a good driving record. Must be able to drive to and from different centers, kitchens, meetings and/or training venues.

**Reporting Relationships**

Reports to the Lead Maintenance Associate.

**Major Business/Professional Contacts**

Daily contact with OCHS Main Office and center staff. Occasional contact with service vendors and contractors.

**Working and Environmental Conditions**

Typically functions inside the Main Office. Frequently drives to centers or other locations.

**Physical Demands**

Requires extended periods of time standing, walking, and lifting objects. Ability to reach, lift, push, pull, climb ladders, and stairs, turn, stoop, crouch, crawl and carry heavy and/or bulky objects. Must have sufficient vision and hearing to satisfactorily perform the functions of the job.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Revised: 8/24/16

CV