



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title:	Maintenance Worker I
Position Type:	Regular, full-time, non-exempt level
Department:	Madera Head Start
Salary Schedule:	Range 14.5 (\$13.16 – 16.04 hourly)
Position Summary:	Under the immediate supervisor's direction, performs basic grounds keeping, janitorial, and maintenance duties

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- High School Diploma or GED.
- At least one year of experience in development and coordination of projects and preventative maintenance.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License

ABILITY TO:

- Use a variety of computer programs inclusive of Microsoft Word, Excel, Outlook, and agency CAPnet work order program.
- Maintain open and ongoing communication with office and center staff to ensure the health & safety of Head Start facilities.
- Use and care for hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Use lawn maintenance equipment.
- Use cleaning material and equipment.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with other staff.
- Communicate orally with staff, clients, or the public in face-to-face, one-on-one settings, or group settings or using a telephone.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Measure distance using a tape measure or other measuring device.

- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintain static arm-hand position to operate tools, such as electric hand drills, power hand saws, or radial arm saws.
- Work in small, cramped areas.
- Mix or work with cleaning fluids, chemicals, paints, cleaning agents, or similar solutions using only normal protective equipment.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Learn and follow CAPMC Head Start policies and procedures.
- Review or check the work product of others for conformance to standards.
- Be reliable and prompt.
- Follow code of ethics.

KNOWLEDGE OF:

- Methods, practices, tools, and materials used in building maintenance and repair work.
- Safe and proper use of gardening materials, equipment, and chemicals.
- The occupational hazards and necessary safety precautions applicable to building maintenance work.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer