



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

Come & Consider Joining Our Team

Community Action Partnership of Madera County

Title: Maintenance Worker I

Location: Madera, California

Types: Full-time; 12 months annually

Compensation: Starting pay at \$15.66 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

CAPMC is seeking a strategic and creative person to be responsible for ensuring the health & safety of Head Start sites by performing maintenance duties. Reports & addresses any health and safety hazards immediately. Works with maintenance team to maintain a safe environment for children, parents, and staff.

This individual must have the ability to:

- Use a variety of computer programs and agency CAPnet work order system.
- 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 with staff, clients, or the public in face-to-face, one-on-one settings, or group settings or using a telephone.
- Meet 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 handsaws, 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 program policies and procedures.
- Review or check the work product of others for conformance to standards.
- Be reliable and prompt.
- Follow code of ethics.

This individual will demonstrate to possess the 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.
- Basic knowledge of CPR and First Aid

Requirements/Qualifications:

- High School Diploma or GED.
- At least one year of experience in the maintenance, janitorial, and operation of buildings, grounds and facilities.

- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.
- Obtain and maintain a Forklift Certification.
- Has a valid California Driver License

General Physical Requirements:

- 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.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

Apply: visit www.maderacap.org and submit [an application](#) to employment@maderacap.org
Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer