



09/22

Community Action Partnership of Madera County

JOB TITLE: MAINTENANCE WORKER II

DEPARTMENT: Madera Head Start

REPORT TO: Facilities Supervisor

SUPERVISE: Maintenance Worker I

COMPENSATION: Range 21.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position assists with the oversight of projects, contacting and securing vendors to complete construction, renovation, and regular maintenance projects; performs the necessary duties and directs the maintenance team to ensure the health & safety of Head Start sites.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

- High School Diploma or GED.
- At least three years of experience in development and coordination of projects and preventative maintenance.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

LICENSES/CERTIFICATES/PERMITS

- Possess Pediatric First Aid and CPR certification and update bi-annually.
- Obtain, within 12 months of hire, Certification on Playground Safety.
- Obtain and maintain folk lift license.
- Complete OSHA10 – Construction, Safety and Health within 12 months of hire

ABILITY TO

- Use computer software included but not limited to Microsoft Word, Excel, Outlook, CAPnet, etc.
- Maintain Work Order system and keep updated as necessary.
- Lead and assign work orders to maintenance team.

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- Responsible for the oversight of the maintenance team during the absence of the Facilities Supervisor.
- Use and care for hand tools and power equipment necessary to perform various building maintenance and repair tasks.
- Perform manual labor.
- Follow work schedule as well as written and oral instructions.
- Work cooperatively with management and center staff.
- Communicate orally, writing and electronically with staff, clients, contractors, or the public in face-to-face, one-on-one settings, or group setting.
- Oversee or monitor projects to ensure compliance with applicable operating, and/or safety standards and laws.
- 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, understand and adhere to CAPMC Head Start Performance Standards, policies and procedures, and community care licensing health & safety requirements.
- Be reliable and prompt.
- Adhere to CAPMC's code of ethics.

KNOWLEDGE OF

- Davis Bacon regulations and compliance followed by Federal funded grants/programs.
- Methods, practices, tools, and materials used in building maintenance and repair work.
- Safe and proper use of maintenance equipment, machinery, and chemicals.
- The occupational hazards and necessary safety precautions applicable to building/facility maintenance work.
- Record keeping, purchase order, check request process and systems.
- Computer programs such as but not limited to MS Word, Excel, Outlook, etc.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust

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and the open exchange of diverse ideas and perspectives to achieve organizational goals.

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.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Works as a team member to support the functions and operations of the Department and the Agency.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.

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MANAGEMENT/GENERAL DUTIES

- Monitors adherence to agency policies and procedures, Head Start Performance Standards, and Community Care Licensing.
- Conducts performance evaluations for supervised staff. Provides feedback for growth and development and assist staff in developing goals to increase knowledge and skills.
- Completes and maintains inventory of maintenance supplies, equipment, and tools as directed by supervisor.
- Provides suggestions for replacement and purchase of playground or facility equipment as needed to maintain a safe environment.
- Assists with major maintenance projects, including developing specifications, obtaining quotes and bids, meeting with contractors, overseeing, and assisting with project closeouts.
- Assists with managing and overseeing construction projects for CAPMC programs, including field investigation and compliance with all local, state, and federal regulations.
- Performs cleaning & repairs to property/building in-between program operations.
- Performs renovations & upgrades as directed.
- Assists with obtaining bids or estimates on job lists and projects as requested. Bids and estimates are to be completed in writing and sign as per the Agency policies and procedures.
- Prioritizes work orders and address hazards in a timely manner.
- Assists in labor and material estimations for projects.
- Answers alarm calls at during non-operational hours, and/or on weekend for CAPMC offices and child development sites, as assigned.
- Assists in securing vendors to schedule preventative and routine electrical repairs such as replacing cooler motors, exhaust fans, lighting fixtures, electrical outlets, appliances, light switches, and ballasts.
- Sets clear expectations, guidance, and conducts annual appraisals to ensure maintenance team members understand their job performances, adhere to policies and procedures, and maintain program facilities in a clean and healthful condition.
- Ensures adherence by maintenance team of proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Ensures all sites meet federal and state health and safety compliances and codes.
- Keeps track of receipts for items purchased for each job – obtaining separate receipts per job when possible. Noting on each receipt the job site and description of items purchased (if not clear on receipt).
- Must submit receipts, invoices, etc. to be process in a timely manner.
- Updates work order system on a regular basis to ensure the system can inform center staff and management staff of progress on requested work orders.
- Performs other facilities and major maintenance projects related duties as directed.

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MAINTENANCE/GROUNDS SERVICES

- Performs minor repairs to sprinkler systems.
- Maintains all Agency equipment.
- Hauls supplies within the childcare facilities as needed.
- Uses and wears safety and/or protective equipment, as appropriate.
- Maintains general appearance of CAPMC Head Start sites.
- Repairs doors, door-checks, and locks.
- Repairs window frames, tables, chairs, and other wooden equipment.
- Mixes prepared paint and paints a variety of surfaces both inside and outside of buildings using brushes, spray guns, and rollers.
- Builds and repairs various types of playground equipment and facilities.
- Cleans equipment and work areas.
- Interacts with staff to determine maintenance, repair, or remodeling requirements and preferences.
- Strips and waxes floors; cleans and shampoos carpets.
- Supports centers with cleaning and disinfecting when exposure to contagious diseases/illness are reported.
- Repairs and install fences, gates, posts.
- Addresses plumbing repairs that include but limited to, drains, installing toilets, angel stops, supply lines, dishwashers, garbage disposal, water heaters, etc.
- Changes AC filters according to schedules or conditions.
- Maintains kitchen hoods clean including hood filters and condenser coils.
- Cleans & does minor roof repairs and clean rain gutters.
- As needed, performs saw cut cement, jack hammer, and prepare area to pour concrete.
- Removes soil, sand and//or woodchips using a tractor.
- Assists with the installation of commercial ovens, steamers, and braziers.
- Fixes and repairs floors, add and replace bracing and brackets, Patch VCT and LVP flooring.
- Assists IT Department with running cables for IT equipment, installs and mounts cameras, server cabinets, projectors/projector screens.
- Replaces interior and exterior lighting fixtures.
- Maintains childcare facilities in a clean and healthful condition daily.
- Attends in-service training to develop and improve knowledge and skills of proficient maintenance personnel.
- Adheres to proper cleaning methods, storage, and proper care of equipment and supplies.
- Takes all reasonable precautions to protect children, staff, equipment, materials, and facilities.
- Reports all accidents and/or potential hazards to the supervisor immediately, or as soon as known.
- Complies with and supports Agency and program regulations and policies.

OTHER DUTIES:

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- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.

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- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.

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- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.