



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 II

Location: Madera, California

Types: Full-time Day-Shift at 40 hours weekly; 12 months annually

Compensation: \$20.65- \$25.16.70 per hour; discount program, supplemental insurance, Employee Assistant Program, medical/dental/vision/life, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person to assist 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.

This individual must have the 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.
- 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.

This individual will demonstrate to possess the 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.

Requirements/Qualifications:

- 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.

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