



## Position Description

<b>Title:</b>	MAINTENANCE WORKER
<b>Reports To:</b>	DIRECTOR OF CHILDREN'S SERVICES
<b>Division:</b>	CHILDREN'S SERVICES
<b>Program:</b>	HEAD START / EARLY HEAD START
<b>Status:</b>	NON-EXEMPT, HOURLY
<b>Hours Per Week:</b>	40 HOURS, MON - FRI

### SUMMARY OF POSITION

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The maintenance worker is responsible for keeping all Head Start facilities operating, and repairing any problems when they are discovered or reported to him or her.

### ESSENTIAL JOB RESPONSIBILITIES

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- Perform general maintenance and repairs for assigned facilities including minor plumbing and electrical work, basic carpentry, heating and cooling and other building systems
- Perform general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Repair broken or leaking plumbing to avoid water damage and restore full use of water fixtures.
- Change light bulbs and ballasts as needed.
- Ensure all "Exit" signs are in proper working order.
- Maintain the buildings' HVAC equipment in order to keep climate control in the facility functioning properly.
- Paint classrooms and/or offices in the various facilities as needed.
- Maintain floors – scrubbing/buffing, apply wax, etc.
- Ensure that all fire extinguishers are inspected annually in facilities and buses.
- Perform routine maintenance on building systems.
- Clean and assist with upkeep of the facilities.
- Order supplies and materials needed for repairs and maintenance.
- Mow lawns and maintain lawn care equipment.
- Perform other related duties as assigned.

### MINIMUM REQUIREMENTS

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- Must have a valid Indiana Driver's License and proof of vehicle insurance.

- Must submit to criminal history background checks.
- Must obtain a physical within 30 days of hire and update every five years.

## **REQUIRED SKILLS AND ABILITIES**

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- Ability to follow instructions from supervisor and/or senior maintenance workers.
- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.
- Must be flexible and non-resistant to change.

## **PHYSICAL REQUIREMENTS**

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- Prolonged periods of standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

## **EDUCATION AND EXPERIENCE**

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- High school diploma or equivalent required.
- Related experience preferred.

## **CONCLUSION**

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This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Interested applicants should forward a resume, references, and cover letter to:**

**Hoosier Uplands EDC  
Attn: Debbie Beeler, Director of Children's Services  
500 West Main Street  
Mitchell, IN 47446**

**-or-**

**[dsbeeler@hoosieruplands.org](mailto:dsbeeler@hoosieruplands.org)**