



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Maintenance Facilities
Assistant

FLSA STATUS: Non-Exempt
DEPARTMENT: Maintenance Facilities
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OVERALL PURPOSE:

This position is responsible to complete work and projects to maintain the Head Start buildings and assorted playground equipment. Responsible to complete cleaning duties within set time frames and meticulous attention to detail. ~~Maintains building security.~~

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. Child Plus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Complete cleaning duties within set time frames and meticulous attention to detail.

PERFORMANCE MEASURES:

- Scrub **all building** sinks and toilets daily.
- Scrub **all building** floors weekly.
- Gather and empty **all classroom** garbage bags ~~each cleaning~~ and place in outside dumpster.
Empty 2x per day for double classrooms sessions.
Empty 1x per day for single classroom sessions.
- Sweep and scrub hallways and classes:
Scrub classrooms daily.
Scrub hallways and kitchen weekly.
- Dust all furniture and woodwork.
- Clean windows and mirrors as needed.
- **Perform all building cleaning per the Cleaning/Maintenance Schedule.**

2. Maintain supplies of all paper products and soap dispensers.

PERFORMANCE MEASURES:

- Check toilet tissues, paper towel dispensers, and soap dispensers and refill as needed.
- Stocks closets with consumable supplies for restrooms.

~~3. Maintain building security.~~

~~PERFORMANCE MEASURES:~~

- ~~• Check and secure all entrances at the end of each day.~~
- ~~• Check and secure all windows.~~
- ~~• Turn off all lights.~~

4. Assist with maintaining grounds and special maintenance projects.

PERFORMANCE MEASURES:

- Assist with maintaining playground equipment.
- Ensure snow is removed from sidewalks **and parking lot at Greenwood site.**
- Assist with heavy cleaning projects as assigned.
- Assist with special construction projects as assigned.

5. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all assigned trainings.

OTHER DUTIES OF JOB:

1. Perform other ~~related~~ duties as required.

SUPERVISION RECEIVED:

Supervision is **typically** received from the Maintenance Supervisor. **Facilities and Transportation Manager.**

SUPERVISION ADMINISTERED:

This position **typically** does not require the supervision of staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to manage multiple projects/tasks
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail



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PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to stand, Ability to walk, Ability to lift: Heavy (Max 65 lbs.), Ability to lift: Hvy/Mod (Max 40 lbs.), Ability to lift: Mod (Max 25 lbs.), Ability to lift: Light (Max 10 lbs.), Ability to carry (est. weight: 100 lbs.), Reaching at high or low level, Ability to use both hands, Ability to use both legs, Ability to hear conversation, Ability to climb stairs, Ability to repeatedly bend, Ability to operate truck/motor vehicle.

Frequently Incurred (Between 25% - 75% of time on job)

Ability to communicate orally.

Occasionally Incurred (Less than 25% of time on job)

Ability to sit, Ability to kneel, Ability to crawl, Ability to pull hand over hand, Ability to use legs/arms to climb, Ability to balance, Ability to stoop, Repetitive twisting or pressure involving wrists or hands, Specific visual requirements, Use of depth perception, Use of color vision, Ability for rapid mental/muscular coordination simultaneously.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Work outside and inside.

Frequently Incurred (Between 25% - 75% of time on job)

Work in heat between 90 – 100 degrees, Work in heat over 100 degrees, Work in cold below 55 degrees.

Occasionally Incurred (Less than 25% of time on job)

Work in excessive or frequent temperature changes, Work in wetness, Work in dry atmospheric conditions, Work in confined spaces, Work at excessive heights, Exposure to constant noise above 85DB, Exposure to intermittent noise above 85DB, Exposure to vibration, Exposure to irritant or toxic fumes, Exposure to dust (more than nuisance), Exposure to chemicals, Exposure to grease/oils (preservatives, motor oil), Work with machinery with moving parts, Work with ladders/scaffolding, Work with hands in water, Work alone, Exposure to blood and bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)

Use of eye protection (safety glasses), Use of hearing protection, Use of gloves (cotton, latex, anti-abrasion), Use of body protection.

QUALIFICATIONS:

EDUCATION

- High School Diploma or General Education Degree (GED)

EXPERIENCE/TRAINING

- One to two years related experience/training, preferred

LICENSE/CERTIFICATION

- ~~Act 33/34 Clearances~~ Act 34, 83, 151 Clearances
- Valid Pennsylvania Drivers License
- Valid auto insurance



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KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Investigates and provides root cause analysis of problems, suggests alternatives, evaluates outcomes, and makes formal recommendations for solutions.

COMMUNICATION SKILLS

- Verbally informs employees at all levels within the organization with need to know information.

MATH SKILLS

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

COMPUTER KNOWLEDGE

- ~~Word Processing Software~~
- Basic computer knowledge including internet and email.

OTHER CHARACTERISTICS

- ~~Ability to follow established confidentiality policy.~~
- Ability to follow established safety standards.
- ~~Working knowledge of applicable regulations (i.e., Pennsylvania Bureau of Labor Standards).~~
- Ability to operate heavy equipment (i.e., carpet scrubber).

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

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date