

## POSITION SPECIFICATION

**POSITION TITLE:** Maintenance Person  
**POSITION CLASSIFICATION:** Non-Exempt Employee/Part Time  
**SALARY RANGE:** \$15.84 – \$18.00 per hour

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### QUALIFICATIONS:

The person must be at least eighteen years of age. Custodial experience preferred. Ability to physically bend, reach, lift, move furniture, and carry all cleaning supplies associated with job duties. A pre-employment physical stating able to perform job duties and a Tuberculin screening. Physical must be repeated every two years. A clean and valid New York State driver's license is necessary.

### POSITION SUMMARY:

Be responsible for cleaning duties at various locations around the county as assigned inclusive of outdoor maintenance as listed. Must have good communication skills and like to work with other people. Must take pride in doing a good job. A clean, sanitized, and safe environment is critical according to Head Start Performance Standards and OCFS Daycare Regulations. **Must have computer skills for required reports & required employee training. Not eligible for remote work due to the nature of the position.**

**SUPERVISOR:** Maintenance will be directly responsible to the Head Start Assistant Director and Head Start Director.

### CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Mowing and trimming at centers as assigned.
3. Shoveling sidewalks, and snow-blowing entrances and exits as assigned during the winter season.
4. General Repairs as assigned (minor plumbing, painting et al)
  - a. Clear clogs from drains
  - b. Paint classrooms
  - c. Repairs to children's equipment
  - d. Moving equipment to and from locations
  - e. Minor electrical issues
5. Perform Annual Emergency Light Inspections

### GENERAL RESPONSIBILITIES

1. Wash windows as assigned.
2. Carpet cleaning at a minimum yearly.
3. General cleaning as assigned.
  - a. Cleaning and disinfection of bathrooms; inclusive of toilets, sinks, and floors as assigned. This includes classroom sinks.
4. Other duties as assigned. These include but are not limited to:
  - a. Minor fixes such as repairing broken locks, and wall damage.
  - b. Maintain grounds including mowing and trimming of grass
  - c. Large item trash removal to waste locations.
5. Communicate effectively with staff.
6. Ability to work independently and as a team member.
7. Attend staff development meetings.

This job description is not intended to be all-inclusive. The Maintenance Person will perform other reasonably related cleaning and maintenance job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Revised:** February 23, 2023

**Policy Council Approval:** March 8, 2023

**Board of Directors Approval:** March 15, 2023