

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: Maintenance Worker

DEPARTMENT: Head Start

REVISION DATE: June 2, 2009

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Education Director. This position will perform maintenance duties, such as carpentry, plumbing and electrical repairs for all Head Start Centers.

QUALIFICATION STANDARDS:

- Must have experience in Maintenance work (carpentry, plumbing and electrical).
- Must be bilingual (English and Spanish)
- Must possess a valid driver's license and be insurable, an MVR is required.
- Must maintain all local, state and federal qualifications for the position.

ESSENTIAL DUTIES:

- Responsible for the upkeep maintenance in all Head Start centers.
- Responsible to receive centers work orders from immediate supervisor.
- Assist in making estimates for supplies/materials as needed for center repairs.
- Must be able to work after hours during emergency situations.
- Will perform other related duties as needed.

PHYSICAL REQUIREMENTS:

- **Squatting:** When working with equipment that is mounted on the ground, setting floor tile, carpets, working on plumbing fixtures.
- **Bending:** When picking up tools, to lift building materials that range from 20 lbs. and over, digging trenches and shoveling dirt.
- **Pushing:** Wheelbarrow with dirt or sand, a dolly that will carry furniture or supplies that range 15 lbs. and over, and when using a floor buffer.
- **Climbing:** On 8 ft. ladder to repair a roof, when painting, constructing or fixing light fixtures.
- **Drive:** Driving a truck to job sites, and towing the trailer to the landfill to dispose of construction liter.

OTHER REQUIRMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

None

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE