

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Part Time Maintenance Worker**

**DEPARTMENT: Head Start**

**REVISION DATE: September 2018**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Compliance Coordinator. 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 not covered by Civil Service; therefore, is subject 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.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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