



WEBB COUNTY JOB DESCRIPTION

TITLE: Maintenance Worker

DEPARTMENT: Webb County Head Start

REVISION DATE: December 14, 2023

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.

Minimum Qualifications:

- Must have a high school diploma or GED from an accredited institution.
- Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- Must be able to read, write and speak English and Spanish.

Preferred Qualifications:

- Must have experience in Maintenance work (carpentry, plumbing, and electrical).
- Must have a personality that is conducive to team work.
- Must maintain good judgement and self-control when under stress.

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.



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Other Requirements/Information:

- ❖ Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol and criminal background check are required.
- ❖ Must have a clear TB and physical examination before first day of employment.
- ❖ Must have no criminal record or criminal charges pending.
- ❖ This position is not covered by Civil Service; therefore, is subject to all the Webb County Policies and Webb County Head Start addendum.

ACKNOWLEDGEMENT:

The undersigned has read, discussed, and understands the full meaning of this job description and agrees 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

Supplemental Questions:

Do you possess a High School diploma or GED?

Do you have experience in maintenance work, including carpentry, plumbing and electrical work?