

LEWIS-CLARK EARLY CHILDHOOD PROGRAM JOB DESCRIPTION

TITLE: MAINTENANCE ASSISTANT 1

EXEMPT/NONEXEMPT: NON-EXEMPT

REPORTS TO: GENERAL OPERATIONS COORDINATOR

ISSUE DATE: 5/14

GENERAL POSITION SUMMARY:

The Maintenance Assistant 1 responds to the General Operations Coordinator and performs basic maintenance tasks in the areas of Automotive, Electrical, Plumbing, Carpentry and Grounds as directed by the General Operations Coordinator. This position supports all Lewis-Clark Early Childhood Program sites.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Use analysis, diagnosis and troubleshooting techniques to approach basic maintenance tasks.
- Work independently, under general advisement of the Maintenance Assistant 2 and/or the General Operations Coordinator.
- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Effectively and efficiently carry out assigned duties.

MAINTENANCE RESPONSIBILITIES:

- Assist in maintaining supply stock to be used for various maintenance tasks.
- Be aware of and report to the Maintenance Assistant 2 and the General Operations Coordinator any potential safety concerns or hazards.
- Provide regular upkeep of yard and grounds as directed.
- Assist in troubleshooting mechanical problems or in servicing agency vehicles.
- Perform vehicle inspections as directed and report findings to General Operations Coordinator.
- Be available for minor repairs and assist drivers with vehicle problems.
- Maintain a clean, orderly and safe work environment.
- Complete simple wiring projects and replace high and low voltage lighting.
- Know and understand how to use basic plumbing tools.
- Recognize and understand where and when to use different types of plumbing and carpentry materials and tools.
- Recognize different types of construction and the materials used for the various types-both structural and finish components.
- Know and understand when and how to apply ground fertilizer and wee and ground sterilizer.
- Repair and replace underground sprinkler systems.
- Custodial and other duties as assigned.

SECONDARY FUNCTIONS:

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to read, understand and follow program policies and other job related information.
- Must be able to represent LCECP in a positive manner as outlined in the Policy and Procedures Manual.
- Must be conscientious in looking for in-kind opportunities and recording in-kind services.

SUPERVISORY RESPONSIBILITIES:

- Oversee work of maintenance volunteers, as needed.

INTERPERSONAL CONTACTS:

- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional, positive regard”.
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Must show a high level of concern for safety and address or report safety issues as appropriate.
- Must have the skill necessary to carry out projects in general maintenance such as basic repairs in mechanical, carpentry, electrical, plumbing and grounds maintenance.

EDUCATION AND EXPERIENCE:

- Must have a working knowledge of maintenance in the area of Automotive, Electrical, Carpentry and Grounds.
- Must have the ability to read, understand and communicate in English.

JOB CONDITIONS:

- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Must be able to lift up to 50 pounds and perform strenuous physical labor.
- Must have a physical exam, including a current TB test that meets required state and federal standards.
- Must have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting	X				
Standing	X				
Walking	X				
Running	X				
Bending/Crouching	X				
Kneeling/Crawling	X				

Lifting weight

Less than 10#	X				
10-25#	X				
25-50#	X				
50-75#	X				
75+#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot	X				
Humid	X				
Cold	X				
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)	X				
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Moderate math, percentages, ratios, graphing, ability to perform simple and basic math. Some geometry or algebra math with equations.

Language Requirement

- Ability to give and receive written and spoken instructions.
- Ability to write simple correspondence.

Reasoning

- Ability to make decisions based on set rules with one or two simple variable.

