

Open Position

Program:	Head Start Child Development Program - Ukiah, CA
Position:	Maintenance Specialist Current CA Driver License & Insurance Required
Rate of Pay:	\$18.37 to \$20.29 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

NORTH COAST OPPORTUNITIES, INC.
413 NORTH STATE STREET, UKIAH, CA 95482
JOB DESCRIPTION

POSITION TITLE:	MAINTENANCE SPECIALIST
PROGRAM:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	FACILITIES MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9015

I. POSITION OVERVIEW

This position performs skilled labor as directed to maintain all Head Start Child Development Program buildings and equipment. Duties include regular visits to and inspection of all HSCDP sites. The primary duties of this position require above average physical strength and stamina. This position requires knowledge of general mechanics as well as standard building repair and maintenance practices and the ability to use common tools related to that work. to ensure Assists with ensuring that all HSCDP facilities are maintained at a level that meets regulatory requirements through regular monitoring of sites.

II. JOB DUTIES AND RESPONSIBILITIES

1. Performs all work following established safety guidelines; exercises common sense and seeks input and/or assistance when unsure of actions to be taken.
2. Completes routine repairs and preventative maintenance work; organizes tasks for maximum efficiency.
3. Assists with planning, estimating and prioritizing work orders.
4. Ensures facilities are maintained in compliance with all applicable governmental regulations.
5. Performs heavy labor such as but not limited to loading and delivering equipment and furniture and ditch digging.
6. Operates trucks and vans, power equipment and tools.
7. Attends scheduled meetings, training sessions and conferences as assigned or requested.
8. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
9. Responsible for generating, collecting and documenting Non-Federal Share Match (In-Kind).
10. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
11. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies
 - Is able to effectively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
12. Other duties as assigned.

III. JOB QUALIFICATIONS

Education, Training and Experience:

- A minimum of two years of recent experience performing similar maintenance and repair work is required.
- Related certifications or licensures are preferred.
- Playground safety inspector certification is preferred.

Knowledge of:

- Common procedures, materials, tools, and equipment used in maintenance and repair of buildings and equipment.
- Mechanical principles related to use and maintenance of motors.
- Basic building plumbing, electrical wiring, and carpentry.

Ability to:

- Safely operate standard power and hand tools used in general repair, construction and mechanical work.
- Interact with others in a culturally and emotionally appropriate manner.
- Maintain professional, cooperative working relationships.
- Understand and carry out oral and written instructions.
- Communicate clearly and appropriately both verbally and in writing in English (required); bilingual ability (English/Spanish) preferred.
- Organize duties and tasks to meet established deadlines.
- Be effective working independently and as a collaborative team member.
- Learn, assist with, and perform skilled tasks in the building trade.
- Perform a wide variety of frequent and demanding physical tasks, including moving equipment and furniture, operating a variety of equipment, lifting, stooping, and bending.
- Ability to read and follow warning labels and to use hazardous materials and equipment appropriately.
- Work a flexible schedule to accommodate attending scheduled work events and professional development opportunities.

Necessary Special Requirements:

- Must be at least 18 years of age.
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Employment is contingent on completion of a pre-employment health screening, and meeting TB test and regulatory immunization and vaccination requirements related to work in a Head Start Program and a licensed child care facility.
- Employment is contingent on receipt by program of a Criminal Record Clearance confirming eligibility to work in a licensed childcare facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen and communicate clearly.
2. The employee frequently is required to use hands to finger, handle or feel objects, use tools or controls, use manual and automatic construction and maintenance equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.
4. The employee may frequently lift and/or move up to 50 pounds unassisted and may regularly move and lift heavier materials with assistance and/or lifting tools using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, volunteers, donors and contributors is an occasional aspect of this job.
8. The employee will regularly work near moving mechanical parts; and, occasionally work near or use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.