

CLINCH VALLEY COMMUNITY ACTION, INC
HEAD START/EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: Maintenance Tech/Driver
JOB CLASSIFICATION: Non-Exempt, Full-time (12 months)
SALARY RANGE: \$10.90 hr. - \$13.42 hr.
SUPERVISED BY: Assistant Head Start Director
SUPERVISES: No One

GENERAL RESPONSIBILITIES

Keeps premises of Head Start buildings and grounds in clean and orderly condition. Keeps all Head Start vehicles in working order and maintenance free. The position requires good work ethics and regular attendance. Maintains Clinch Valley Community Action grounds in inclement weather. Provides training to and mentors Head Start employees concerning transportation issues. Works as a team member and is willing to work in any capacity within other Agency programs. The individual working in this position will be required to carry a cell phone which the Agency will provide. Will strive to work toward the Agency Mission. Works toward ROMA goals.

SPECIFIC RESPONSIBILITIES

1. Keeps premises of Head Start properly maintained.
 - a. Paints inside surfaces with various types of paint, varnish, shellac or enamel; using brushes, rollers or spray guns;
 - b. Changes light bulbs as needed;
 - c. Cleans and shampoos carpets;
 - d. Moves furniture upon request;
 - e. Replaces glass as needed;
 - f. Supervises community service workers or other volunteers;
 - g. Runs errands, picks up and delivers supplies and materials;
 - h. Routinely inspects and maintains fire extinguishers and smoke alarms;
 - i. Performs minor structural repairs; and
 - j. Provides recommendations for professional services when needed.

2. Keeps grounds of Head Start and transitional properties properly groomed
 - a. Mows and trims grass for all properties;
 - b. Ensures that 8" of resilient surface is maintained on all Agency playgrounds;
 - c. Ensures that all playground equipment is secured properly;
 - d. Disposes of trash;
 - e. Removes snow from all walkways and driveways where hazardous conditions exist; and
 - f. Performs minor plumbing repairs.

3. Ensures a safe environment for employees and general public at all Clinch Valley Community Action facilities.
 - a. Removes snow from walkways, driveways that would create hazardous conditions;
 - b. Wears safety goggles and uses safety equipment, when needed, to ensure personal safety;
 - c. Informs Assistant Head Start Director of any potential electrical hazards; in buildings;
 - d. Repairs any playground equipment that appears to be unsafe for children;
 - e. Maintains Head Start vehicles to ensure proper and safe working conditions;
 - f. Adheres to all CVCA safety requirements;
 - g. Posts signs when working that may pose safety hazards, i.e. wet floors;

- h. Periodically inspects fire extinguishers, smoke alarms, safety lights;
 - i. Responds to emergency needs at any time necessary; and
 - j. Responds to issues from all state/national agencies monitoring Head Start as issues occur and in a timely manner.
4. Maintains cleanliness and proper maintenance and licensure of all Head Start vehicles
 - a. Ensures that vehicles are properly inspected annually;
 - b. Secures all licenses and decals and codes to programs;
 - c. Washes and waxes vehicles on a scheduled basis; and
 - d. Maintains maintenance schedule and ensures vehicles are properly maintained, i.e. oil filters, air filters.
 5. Supervises transportation of children to centers.
 - a. Trains Head Start staff, and upon request, CVCA staff, on defensive driving techniques and certifies their accomplishments annually through a performance review;
 - b. Works with staff and plans routes for buses; and
 - c. Acts as substitute driver when needed.
 6. Performs other coordination duties as needed
 - a. Compiles paperwork as needed and completes necessary program reports; and
 - b. When in the field, is available by two-way radio and/or by cell phone during working hours.

PROFESSIONAL DEVELOPMENT

Must pursue professional development for position and to correct deficiencies noted in employee evaluation. Must maintain a professional development plan, renewed yearly.

QUALIFICATIONS

Experience in carpentry, plumbing and electrical trades preferred. Will be required to have a valid Virginia driver's license. Required to have, or must secure Commercial Driver's License within 60 days of employment. Staff must be familiar with the ethnic background, be able to communicate in the language of families in the program and be able to serve and effectively communicate, to the extent feasible, with children and families with limited English proficiency. This position requires an understanding of domestic violence and homelessness, including adherence to the appropriate use of confidentiality and must observe confidentiality in the entire agency.

WORKING CONDITIONS

1. Possible exposure to blood and bodily fluids or tissues;
2. Possible exposure to communicable diseases;
4. A moderate amount of driving is required;
5. Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions;
6. Requires constant or extensive standing, walking, bending, stooping, speaking, hearing, reaching, lifting, and seeing; and
7. Must be able to lift and carry up to 50 lbs.

ADDITIONAL REQUIREMENTS

Anyone hired in this position after November 7, 2016, the candidate must be interviewed, have references verified, have a sex offender registry check and obtain one of the following: (i) criminal history records, including fingerprint check; or (ii) Federal Bureau of Investigation criminal history records, including fingerprint checks. A program has 90 days after an employee is hired to complete the background check process by obtaining: (i) Whichever check listed above was not obtained prior to the date of hire; and (ii) Child abuse and neglect state registry check, if available. A pre-employment

drug/alcohol test and a Sworn Disclosure statement will be completed. After initial hire, must submit to Child Protective Services check, DMV check, TB Screening or PPD, and health examination. Must have first-aid certification and CPR certifications or be willing to obtain certifications. Must have reliable transportation, valid driver's license with satisfactory driving record, provide proof of automobile liability insurance, and be willing to use personal automobile for work purposes; Must submit to random, and if applicable, post-accident and reasonable suspicion drug/alcohol tests.

I understand and agree that in the performance of my duties as an employee of Clinch Valley Community Action I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to, and including, termination.

I have read, fully understand, signed, and agree to comply with the responsibilities set forth in this job description.

Signature of Employee

Date

AN EQUAL OPPORTUNITY EMPLOYER