



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 469-0062
Human Resources

www.cspwal.com

Cynthia W. Burton
Executive Director

January 12, 2022

JOB ANNOUNCEMENT

Title: Head Start Maintenance and Facilities Coordinator

Location: All Head Start Facilities

Employment Classification: Regular, Full-Time, Non-exempt, Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Salary will depend on level of experience. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 469-1015 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

DEADLINE to apply: Thursday January 27, 2022, at 6:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Job Description

Position Title: Head Start Maintenance and Facilities Coordinator

Department: Head Start

Reports To: Director of Head Start

Employment Classification: Regular, Full-time, Non-Exempt, Safety-Sensitive

Summary of Duties:

Performs general maintenance repairs and troubleshooting to include basic carpentry, painting, plumbing, heating/cooling, lighting, and electrical work at all Head Start facilities. Conducts regular visits to all location to assess needs. Responsible for scheduling and assuring maintenance repairs are made to Head Start facilities as needed.

Essential Duties:

- Troubleshoot and perform maintenance repairs at all Head Start facilities.
- Complete work orders in a timely manner.
- Accurately document details of pending and/or completed work orders using the specified software.
- Secure a third party for major maintenance repairs.
- Complete and submit requisitions.
- Perform inspections to identify maintenance and safety issues and assure the cosmetic appearance of centers.
- Make recommendations for preventative and on-going facilities and grounds maintenance, and compliance.
- Complete and maintain records and reports related to work orders and inspections for all Head Start facilities.
- Communicate with Head Start Director related to emergencies and issues.
- Communicate with Center Managers regarding work completed by contractors or in-house personnel in order to provide oversight and updates related to the completion of work.
- Coordinate and complete access, readiness, or closure of Head Start facilities with Head Start Director.
- Prepare and maintain centers for licensure with Head Start Director and Center Managers.
- Review, monitor, and report updates of regulations, policies, and procedures related to facilities.
- Provide recommendations related to the revision of Head Start facility policies as needed.
- All other duties as assigned by the supervisor.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- High School Diploma or GED.
- Minimum 3 years HVAC experience which may include apprenticeship experience.
- Minimum 3 years general maintenance and repair experience, including carpentry, plumbing, and electrical work.
- Long-term HVAC certificate from community/technical college, preferred.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Successful completion of required criminal record and motor vehicle record background checks.

Language Skills:

- Ability to read and understand technical instructions, manuals and schematics; and work orders.
- Ability to generate purchase order requests for materials and supplies.
- Ability to effectively present information to staff and tenants.
- Ability to communicate and coordinate efforts with subcontractors.
- Ability to interact positively with tenants and coworkers.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to recognize and immediately report unsafe conditions.
- Ability to interpret technical safety instructions.
- Ability to analyze a situation and determine the appropriate action to take.

Other Skills and Abilities:

- Ability to operate standard and power tools such as a power drill, hammer, screwdriver, saw, and other equipment to perform maintenance, installations and repairs.
- Basic knowledge of current productivity software.
- Capable of handling multiple tasks and assignments with time constraints.
- Ability to work in a constant state of alertness.
- Must be reliable, punctual, and trustworthy.
- Regular and predictable attendance.
- Ability to meet deadlines.
- Ability to work effectively with diverse populations.

Physical Demands: *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.

While performing the duties of this job, the employee is routinely required to stand, walk, talk, climb, kneel, crawl, bend, lift and sit. Specific vision abilities required by this job include vision to operate a motor vehicle and a computer. Other specific abilities include the ability to operate hand tools and power tools. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate small motor equipment and general maintenance tools.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

Created 10.15.21

Approved on: 1.12.22

Reviewed by Board of Directors