



Tri-County Community *Action Partnership* Position Description

Position Title: Facilities & Maintenance Technician	
Department: Head Start	Status: Non-Exempt
Pay Grade: 7-Union	Location: Crow Wing, Morrison and Todd Counties
Position Reports to: Program Manager	

Mission Statement

"TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity."

Summary

Maintains day-to-day operational functions of TCCAP's facilities. Schedule and provide routine and/or emergency repairs and maintenance of facilities, grounds, equipment, remodels and installations. Prioritize and schedule support services such as transporting materials/furnishings related to staffing changes, re-locations and expansion of facilities and training or event set ups.

Primary Duties -All TCCAP staff are required to actively recruit families for agency programs.

Facilities & Grounds Maintenance & Repair

- Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices and make recommendations when a licensed plumber is needed.
- Moving office furniture, fixtures, and equipment within and between sites to support staff changes, relocations, remodels and program expansion.
- Perform minor repairs and/or replacement of electrical fixtures, devices and appliances and recommend when a licensed electrician is needed.
- Carryout routine maintenance of all heating and ventilation systems.
- Minor painting and drywall repairs.
- Provide routine inspections of interior and exterior areas and follow up to ensure areas are free of safety hazards, trash, weeds, and other foreign materials etc.
- Regular maintenance and upkeep of outside areas, including lawns, landscaped beds, playgrounds, and parking lots including weeding, mowing, landscape bark application, trash and litter removal and other duties as required to keep areas clean and neat.
- Repair, maintenance, upkeep of playground structures.
- Ensures facilities/equipment are appropriately maintained. Schedule and coordinate repairs when needed.

Material, Equipment, Supplies & Miscellaneous

- Responsible for training and special event set-ups.
- Attend/Facilitate meetings and trainings as required or recommended by supervisor.
- Reviews monthly Safety Checklist for sites and if indicates.
- Perform other duties as assigned.

Qualifications

- High School diploma or GED
- Advanced formal training in construction field preferred.
- Certification or license in building trades desirable, electrical/plumbing/carpentry etc.
- Must have scheduling flexibility to perform occasional after-hours emergency services.
- Valid Minnesota Driver's License.
- Criminal Background Check, OMV Check, Drug Screen and Physical Examination
- Strong knowledge and skill in repair and maintenance of equipment, minor plumbing, minor electrical, furniture, fixtures, facilities systems, grounds and structures and use of tools common to the trades.
- Ability to prepare bids and project management, with strong organizational and time management skills.
- Strong communication skills (verbal and written).
- Ability to read and follow detailed written and verbal instructions.
- Ability to work independently with minimal direct supervision.

Physical Requirements

- Daily lifting to 70lbs, to load and transport bulk supplies, furniture, fixtures etc.
- Occasional lifting of over 70lbs., with assistance.
- Daily standing for periods of several hours while executing various tasks.
- Regular crouching, bending, twisting, stooping, kneeling etc. to facilitate various repairs and maintenance activities. Includes frequent ladder climbing and occasionally crawling under buildings.
- Regular reaching, including overhead to stock & retrieve supplies, equipment, painting, repairs etc.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date