

RE-POST: Maintenance Technician

Employment Opportunity

Posted Date: June 16, 2021

Deadline Date: Open Until Filled

Applications will be reviewed weekly, and interviews scheduled

Position Title: Maintenance Technician
Reports To: Director, or assigned Department
Department: Maintenance Department & Warehouse
Employment Status: Non-Exempt & Full-Year
Compensation Range: \$20.52-\$28.99 (Range of Step 1-15) Hourly Rate PLUS Benefits

Employee Benefits: Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan

401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee

- 12 Paid Holidays
- 21 Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours)
- Paid Sick leave and three days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment=114)

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Multiple Site Locations: Boyle Heights, Echo Park, Hollywood & Main Office

Main Office: 3450 East Sierra Madre Pasadena, California 91107

Review our website: www.foundationheadstart.org for specific site locations

SUMMARY OF DUTIES

Under general supervision perform and coordinate a variety of skilled and semi-skilled repairs and maintenance at preschool sites:

Mechanical, plumbing, electrical, painting, lock smith, heating, ventilation, air conditioning and roofing tasks and projects related to building and facilities maintenance functions; and perform related duties as assigned.

Job Duties

- Inspect, repair, fabricate, install, service, and maintain equipment and buildings
- Complete monthly checklist of all facilities, grounds and playground equipment, complete work orders as needed based on results of monitoring work orders and requests of Administration/Management.
- Complete Playground checklist per requirements
- Complete all assigned work orders, generated by staff or through site monitoring within the required timelines.
- Maintain Records and documentation of: Check lists, vehicle inspection, inspection log, purchases, and work requests
- Move equipment, furniture, and supplies to different facilities and main office as needed based on program demands
- Provide repair work and/or minor renovations in electrical, plumbing, carpentry, mechanical, Asphalt, cement, painting, patching walls: stucco and drywall, replace A/C filters and registers, program thermostats, doors hardware and closers, fencing and gates, flooring tiles VCT, vinyl and rubber top set base, window and window covers, drop ceiling tiles, door chimes/alarms, etc.
- Respond to all emergency calls and assess projects to determine if outside contractors are needed, if not complete project immediately.

Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

EARLY HEAD START/ HEAD START & STATE PRE-SCHOOL PROGRAM

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- Inspect maintenance vehicle for mechanical conditions affecting safety of operation and ensure regular vehicle service schedule.
- Perform landscaping and gardening, minor trimming of hedges and trees, clean weeds and curb appeal, check sprinkler timers and repair irrigation leaks duties as needed and assigned by supervisor
- Perform Custodial/Janitorial services as needed

III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

Education: High School Diploma or G.E.D. equivalent

- *Successful completion of specific vocational training in trades related to the position is preferred*

Experience: Three years' experience performing a variety of journey-level skilled trades involving carpentry, plumbing, electrical, HVAC, locksmith, painting, and related general maintenance duties.

Knowledge and Skills:

- Ability to perform a variety of carpentry duties such as construct, fabricate, install, repair or replace doors, walls, signs, desks, counters, shelves, shelf units, computer tables, cabinets, chairs, benches, tables, and stairways.
- Ability to perform various painting duties by preparing and finishing various surfaces
- Ability to perform electrical duties: install, adjust, repair or replace intercoms, public address systems, emergency lighting systems, clock systems, two-way radios, telephones, athletic scoreboards, electronic motors, and ballasts.
- Ability to perform a variety of heating and cooling systems
- Ability to perform plumbing duties
- Knowledge and proficiency with technology, including computer software applications such as: Virtual Conference Meeting platforms, Microsoft Office, Windows, and the Internet

Licenses/Permits/Certifications:

- Automobile, Insurance and Valid Driver's License

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of Immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR)

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Index (CACI), prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.



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V. **PHYSICAL DEMANDS**

The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. **APPLICATION PROCEDURES**

Applicants must complete a Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [Employment Opportunities – Foundation for Early Childhood Education, Inc. \(foundationheadstart.org\)](http://Employment Opportunities – Foundation for Early Childhood Education, Inc. (foundationheadstart.org))

Interested candidates must forward the following documentations and application packet via email at applications@foundationheadstart.org or via mail at 3450 East Sierra Madre Pasadena, California 91107 (Attention HR)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

Please Note: Application and all required documents can be mailed, or submitted to applications@foundationheadstart.org by the due date listed in this job posting

PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child’s development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child’s cognitive, physical, social emotional growth, and development.



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