

## RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION

TITLE: Maintenance Specialist

GRADE: NE10

REPORTS TO: Facilities/Vehicles Director  
Exempt

STATUS: Non-

**AGENCY MISSION: To empower children and families in Madison County, Illinois to develop positive skills to meet life's challenges.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but not limited to the following:

1. Support internally and externally, verbally and in action the missions of Riverbend Head Start & Family Services.
2. Demonstrate commitment to the total Agency and its strategic direction through collaboration with other programs and departments to further organizational goals.
3. Monitor work orders submitted through ChildPlus. Open and close orders as needed.
4. Schedule daily work for other Maintenance employees.
5. Meet with external contractors as needed.
6. Maintain parking lots at all Head Start centers to include striping designated parking areas, painting curbs, etc.
4. Mow grass, weed-eat, prune shrubs and complete other grounds maintenance at all Head Start centers.
5. Complete minor plumbing repairs consisting of changing faucets, unclogging drains, spinning out sewer lines, etc.
6. Perform small electrical repairs as requested to include changing light bulbs and ballasts, changing switch plates, switches and receptacles, troubleshooting other minor electrical issues as needed.
7. Perform carpentry tasks including the construction of walls, hanging drywall, repairs to furniture, etc.
8. Troubleshoot HVAC issues consisting of changing filters and other minor repairs and general maintenance to systems.
9. Perform painting duties including the preparation of areas and surfaces to be painted consisting of patching ceilings and walls, taping drywall, etc.
10. Move furniture and/or miscellaneous items as requested.
11. Pick-up and deliver building supplies as needed.
12. Collect and drop-off items at recycling center as needed.
13. Assist in preparing assigned locations for meetings and special events.

14. Maintain logs and records of work performed and materials and equipment used accurately and on a timely basis.
15. Spread salt or ice melt during inclement weather at all locations as needed.
16. Transport small equipment or tools between locations.
17. Other duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

High School Diploma or GED required. Four years applicable experience preferred. Valid driver's license and reliable means of transportation required.

**WORKING CONDITIONS:**

Work is performed in a setting with moderate safety issues. Some travel to outside meetings, trainings, conference Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

**Riverbend Head Start & Family Services** offers their employees the opportunity to work in a supportive environment and deliver a variety of services to culturally diverse children and families enrolled in their programs.

To apply for this position or obtain more information, please contact the Human Resources department at (618) 463-8907 or e-mail [LHutchinson@riverbendfamilies.org](mailto:LHutchinson@riverbendfamilies.org).

AA/EEO