

JOB DESCRIPTION

Job Title: *Building Maintenance Supervisor, ECEP (7504)*

Job Summary:

Plans and performs the repair and maintenance of Child Care Centers. Works alone or with other employees, outside contractors, or parents as assigned by Supervisor.

Supervision Received and Exercised:

Receives general supervision from Facilities Coordinator. Provides training and supervision to custodial staff as required.

Essential Functions:

- Inspects work areas to determine type of work required and materials and equipment to be used.
- Studies production schedules and estimates worker hour requirements.
- Enforces safety regulations.
- Builds, remodels, and repairs buildings.
- Performs electrical work, plumbing, welding, and painting.
- Repairs coolers and heaters.
- Drives company vehicle or own vehicle to deliver and pick up supplies including but not limited to furniture, tools, custodial supplies, maintenance supplies, educational supplies, and food; loads and unloads vehicles.
- Estimates costs and purchases materials.
- Perform related duties as assigned.

Knowledge and/or Abilities:

- **Knowledge of:**
 - How to estimate the costs involved to complete a project.
 - Electrical circuitry
 - Plumbing
 - Basic carpentry
 - Custodial duties
 - Basic welding
 - Heating and air conditioning
- **Ability to:**
 - Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
 - Apply concepts of basic algebra and geometry.
 - Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
 - Write routine reports and correspondence.
 - Speak effectively before groups of customers or employees of organization.
 - Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
 - Deal with problems involving several concrete variables in standardized situations.
 - Work independently with little or no supervision
 - Speak, read and write both English and Spanish is preferred.

Working Conditions and Physical Abilities: Outside weather conditions. The noise level in the work environment is usually moderate. Traveling throughout Tulare County. Sitting and standing for extended periods of time. Bending, kneeling, crouching and crawling. Pulling cables and wires. Dexterity of fingers. Sight corrected to 20:20 vision. Reaching above the shoulders and horizontally. Frequently lift 50 lbs. Exposure to moving mechanical parts. High, precarious places. Exposure to fumes or airborne particles, toxic or caustic chemicals. Electrical power supply.

Education and Experience Required:

- High School diploma or general education degree (GED)

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.