



Lac Courte Oreilles Head Start & Early Head Start
8837 N Trepania Road, Hayward, WI 54843
Phone: 715-634-8560
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Lac Courte Oreilles Head Start/Early Head Start Maintenance

Job Title: Maintenance
Reports to: Maintenance Supervisor
Location: Head Start/Early Head Start
Classification: Full Time
Project: Head Start/Early Head Start
Salary Range: Negotiable
Opening Date: April 2, 2017
Closing Date: Until Filled

Position Summary: The Maintenance position will be responsible for all Maintenance up-keep as directed by his/her immediate Supervisor to keep the facility and grounds safe and healthy for our children.

Qualifications:

- Must be 18 years of age;
- High school diploma;
- Must pass background check as required by State and Federal regulations;
- Hold a valid driver's license;
- Able to drive and operate a plow truck;
- Prefer training and experience in heating/air conditioning, plumbing, electrical, carpentry, and painting;
- Must be physically able to perform heavy cleaning duties and lifting;
- Able to work flexible hours;
- Prefer at least six months experience in janitorial work;
- Possess the leadership skills necessary to efficiently run the maintenance team.

Knowledge, Skills and abilities:

- Basic knowledge of computer hardware and software;
- Skill in reading, interpreting and applying information in technical manuals and other documents;
- Ability to monitor assignments;
- Ability to work cooperatively with others;
- Ability to troubleshoot problems and implement corrective actions.

Performance Responsibilities:

- Ensure that safety practices are followed;
- Ensure the building and grounds are thoroughly cleaned on a daily basis.
- Retain daily cleaning checklist forms in Maintenance binder;
- Assist in all work areas when and where needed;
- Provide advisory assistance in regard to equipment and facility needs and conditions;
- Inspect program on a regular basis to ensure a secure, safe and desirable condition for learning;
- Maintain all equipment manuals, equipment warranties, and tool inventories;
- Review work orders to ensure proper documentation;
- Follow attendance, punctuality and proper dress rules;
- Maintain confidentiality regarding program/workplace matters;
- Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment;
- Participate successfully in the training programs offered to increase skill and proficiency related to obligations;
- Keep supervisors informed of potential problems or unusual events;
- Respond to inquiries and concerns in a timely manner;
- Maintain and update inventory on a daily basis;
- Perform other duties as assigned.

Application Procedure:

Submit application, resume, and three personal reference letters to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

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Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual