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**Position Information: MAINTENANCE / GROUNDS KEEPER**

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**Supervised by:** Operations Director

**Supervises:** n/a

**Salary:** Coordinator III

**Classification:** Non-exempt

**Terms of Employment:** Regular-Full Time

**Job Goal:**

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To maintain cleanliness and minor repairs in all areas of facilities and outdoor environments

**Essential Responsibilities:**

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- General Building Maintenance
  - Completes regular maintenance, cleaning, and minor repairs at centers and offices upon request
  - Completes routine maintenance of all heating and ventilation systems (change air filters, vacuuming outside units, etc.)
  - Assists in refurbishing and repairing of office spaces, classrooms, and storage units which may include minor carpentry, painting, sanding and refinishing of furniture, fixtures, and equipment
  - Assist with Inventory and maintain grounds equipment, tools, and supplies
  - Assist with performing rodent, pest, insect control as required
- Maintain a healthy, safe, and attractive outdoor environment
  - Ensure regular maintenance and upkeep of outdoor environments, including lawns, landscaped beds, playgrounds, irrigation systems, buildings, outdoor structures and parking lots as requested
  - Perform routine inspections of outdoor areas to ensure areas are free of safety hazards, trash, weeds and other debris
  - Develop and carry out a weed control program not covered by licensed personnel
  - Develop and carry out a plan for watering and fertilizing all grounds
- Assist in the repair and maintenance of building, classroom, storage facilities, machinery and equipment agency wide
  - Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion
  - Assist in performing routine inspections of site interiors for safety hazards
  - Assist in performing repairs, maintenance, moving, transporting, and installation of playground structures as requested
  - Ensure agency machinery and equipment is maintained and stored in a secure location
- Complete work requisitions in a timely manner as directed by the Operations Director
- Act as a substitute custodian when needed

**General Staff Responsibilities:**

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**Employees of UMCHS aspire to the following:**

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*

- *A commitment to positive performance and a welcoming culture;*
  - *A commitment to outcomes, measured results and quality improvement;*
  - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
    - Be present at work in order to provide consistency of services
    - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
    - Be a respectful, cooperative, and reliable team member and participant in program activities.
    - Project a professional work image, both in dress and manner.
    - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
  - Standards of Conduct
    - Perform all work in compliance with UMCHS Standards of Conduct.
  - Improve self-skills and education
  - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
  - And or any other duties deemed necessary by your supervisor

### **Education Requirements:**

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- High school diploma or equivalent

### **Experience and Skills Requirements:**

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- At least two years' experience maintaining grounds and irrigation systems
- Ability to maintain preventative maintenance records
- Carpentry skills

### **Physical Requirements:**

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The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile.
- Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.
- Make precise arm-hand positioning movements and maintain static arm-hand positions.
- Stand; use hands to finger, handle, or feel; and reach with hands and arms.
- Frequently walk for long periods of time on different types of terrain; climb or balance; stoop, kneel, crouch, or crawl.
- Perform regular cleaning and inspection of equipment and facilities which may require the use of broom, mop, cleaning fluids and sanitizing agents.
- Maintain the safety of the environment through visual, auditory and smelling
- Observe, compare, and monitor environments, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Perform physical inventory of equipment and/or supplies.

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **Work Environment/Conditions:**

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- This position requires visits to a variety of workplaces. Will be exposed to seasonal weather conditions; extreme heat and dust, nauseating smells, noise and mechanical vibrations.
- Requires exposure to hazardous equipment, conditions, cleaning fluids and sanitizing agents.
- Work is also performed in a typical interior/office work environment.
- Job tasks are performed in close physical proximity to other people.

## **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

## **Agency-Wide Requirements:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***