

KAWERAK POSITION DESCRIPTION

Division: Children & Family Services and Administration
Department: Head Start and Administration
Job Title: Facilities Maintenance Coordinator
Position Status: Regular Full Time
Exempt Status: Non-Exempt
Pay Scale Grade: 20-21-22
Reports To: Head Start/Early Head Start Program Director and
Executive Assistant

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Responsible for facilities maintenance, repairs, improvements, and inspections.
- 2) Keeps facilities in compliance with Head Start Performance Standards, State and local inspection requirements.
- 3) Coordinates with the Head Start Director and/or Executive Assistant to develop a summary and priority list of Head Start and other Kawerak facilities repair needs from the Health and Safety Monitoring Checklists, and Maintenance Requests.
- 4) Communicates with Program Specialists and site staff to solve critical repair needs and improvements of rural facilities; including purchasing and delivery of necessary materials and equipment.
- 5) Travels to Head Start communities to complete or assist in facility evaluation and repair. Perform multiple tasks in a variety of skilled trades within working abilities.
- 6) Works with the Head Start Director and/or Executive Assistant to recommend contractors, sub contractors and local staff to complete construction and remodeling projects.
- 7) Develops and maintains a list of community resources for building repairs.
- 8) Participates in long-term planning for the improvement and maintenance of agency Head Start and other Kawerak facilities.
- 9) Assists with the development of an annual building repair budget including identifying operational priorities and possible funding sources.
- 10) Keeps and maintains an inventory, depreciation list and replacement schedules for capital assets for Head Start, Early Head Start and Kawerak Administration.
- 11) Knowledge of and ability to manage and maintain boilers/furnaces, heating/air conditioning systems, HVAC systems, and sprinkler/alarm and security systems.
- 12) Assists in maintaining Head Start and other Kawerak vehicles and equipment.
- 13) Ensures a safe work environment and obtains appropriate permits for all projects as needed.
- 14) Assists with coordinating maintenance in leased facilities with the landlord.
- 15) Assure Fire Extinguishers are inspected and up to date annually for all facilities, and as needed according to Head Start Performance Standards and State and local building code requirements.

- 16) Completes Kawerak forms and or checklists as required.
- 17) Makes decisions and follows through with the completion of projects and or resolutions of problems.
- 18) Annually reviews facility policies and procedures and recommends updates and changes.
- 19) Works with Head Start and Administration staff to identify individual training needs to maintain facilities.
- 20) Other duties as assigned by the Head Start Director and/or Executive Assistant.

QUALIFICATIONS:

- 1) 2-5 years of work experience in building maintenance including: heating systems, boilers, hot water heaters, air handling systems, HVAC systems and other electrical systems and code knowledge.
- 2) Certifications such as a trades card, State of Alaska fitness card, refrigerator, boiler, or fire alarm systems license is preferred.
- 3) A Bachelor's degree in mechanical, electrical, civil, or industrial engineering, business administration or a related field is preferred.
- 4) Must have experience and knowledge in reading and interpreting blueprints and schematics.
- 5) Must be able to follow detailed written and oral instruction.
- 6) Must be dependable, self-motivated, self-directed, and able to work with minimal supervision.
- 7) Must be physically able to bend, stoop, reach, climb and use hands. Frequent standing required and may be subject to working in hazardous and cramped areas at times. Must be able to lift over 40 pounds.
- 8) Must have a valid Alaska Drivers License with a clean driving record.
- 9) Must have organizational skills to maintain daily work flow and project deadlines.
- 10) Must have basic computer skills including word processing and spreadsheets.
- 11) Must have working knowledge of rural Alaska
- 12) Must be willing and able to travel.
- 13) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.