

Springfield Urban League, Inc.
Family Services Division
Job Description

JOB TITLE:	Maintenance Worker	REV:	1/06
EXEMPT:	No	PROGRAM:	Head Start
SUPERVISOR:	Maintenance Coordinator	EMPLOYEE:	

SUMMARY: The position of Maintenance Worker regardless of race, creed, or disability is responsible for building and grounds maintenance at all requested Head Start sites in Sangamon and Morgan Counties.

ESSENTIAL FUNCTIONS:

1. Signs in/out daily when arriving and departing any Head Start site.
2. Cleans the building, including kitchen area, all offices, conference room, classrooms and bathrooms daily including removing garbage and dusting furniture as requested.
3. Assists in any other areas as needed.
4. Wax and clean uncarpeted floors monthly as requested.
5. Clean windows inside as needed.
6. Assist at all classrooms, when needed or maintenance is requested.
7. Check and make minor repairs on all equipment.
8. Report to the Site Manager on any major problems with electrical appliances and repairs.
9. Check centers weekly and replace any parts that are needed, such as lights, etc.
10. Get all painting in the centers completed as needed.
11. Attend all meetings required by the Maintenance Coordinator.
12. Must maintain sites in accordance to health, fire, and DCFS requirements.
13. See that all equipment is working properly.
14. Ensure that all exit lights and ceiling lights are in working order and fire extinguishers are up-to-date.

15. Ensure all sidewalks are clear of snow and ice at all times.
16. Ensure that outside areas and ground around the building and parking lots are kept clean and free of debris.
17. Clean carpets of classrooms twice a year or as requested.
18. Must vacuum all building carpets daily.
19. Must keep bathrooms clean and sanitized; check to see if any supplies are needed, and replace the same day.
20. The janitor room must be kept clean at all times, and equipment put up daily or after each use. No cleaning equipment or materials shall be left unlocked at anytime.
21. Wipe walls as needed.
22. Must ensure that trash hauling service removes trash – once or twice weekly according to contract.
23. Must see that the building is secured – all doors properly shut and outdoor tricycles, etc. stored nightly.

NON-ESSENTIAL FUNCTIONS:

1. Additional duties and responsibilities may be assigned.

QUALIFICATIONS:

1. Must have reliable transportation.
2. Must be able to communicate in a positive manner.
3. Must be punctual and willing to work overtime if needed.
4. Must work and relate well with children, parents, and staff.
5. Ability to pass a medical examination certifying freedom from communicable diseases and illegal substances.
6. Must have a positive attitude toward direction.

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I have received and read this description.

EMPLOYEE

DATE

SUPERVISOR

DATE

EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT

It is the policy of the Springfield Urban League, Inc. (League) to employ and promote individuals qualified and/or trainable for positions by virtue of job-related standards of education, experience and ability. Thus, it is the objective of the League that all actions which are related to employment, including recruiting, hiring, training, education, promotion, transfer, termination, compensation, benefits, League-Sponsored social and recreation activities and use of League facilities shall be administered without regard to race, color, religion, sex, sexual orientation, ancestry, national origin, age, handicap, disability, or veteran status. It is, however, the League's intent to hire only those persons who are either citizens or aliens who meet the legal requirements of Immigration Reform and Control Act of 1986 as eligible for employment.

AMERICANS WITH DISABILITIES POLICY STATEMENT

The League is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the League's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the league will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the League aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the League.