

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Maintenance Supervisor
SALARY LEVEL: F

DRAFTED: 2013
REPORTS TO: Facilities Compliance Officer

MISSION STATEMENT: To perform apprentice level rough and finish carpentry in the alteration and construction of buildings, cabinets, and specialty wood items and related work.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Perform rough and finish carpentry.
3. Build and repair cabinets, tables, chairs, and specialty wood products.
4. Install floor and wall coverings, ceiling material, paneling, plastic laminates, and hardware.
5. Repair broken windows, doors, walls, ceilings, and furniture.
6. Install doorjambes and hang wood and metal doors.
7. Hang and finish drywall; finish walls with wood, structural metal or other material.
8. Install towel racks, dispensers, pictures, curtains, whiteboards, and mirrors.
9. Install insulation and weather stripping.
10. Plan and design jobs after consulting with people needing the work accomplished.
11. Estimate cost of materials and labor.
12. Clean respective work areas.
13. Jobs may require shifting work hours and after-hour callback.
14. Participate in an individualized continuing education plan including CPR and First Aid.

ADDITIONAL:

- Perform other duties as assigned.

QUALIFICATIONS ESSENTIAL:

- Knowledge and experience in performing rough and finish carpentry.
- Knowledge and experience in building cabinets and furniture.
- Experience using and maintaining tools and equipment associated with apprentice level carpentry work.
- Knowledge of safety practices needed in carpentry trade and at construction sites.
- Ability to estimate time and materials for carpentry related jobs.
- Ability to visualize, sketch, and design wood projects.
- Working knowledge of blueprint reading and interpretation.
- Skills in dealing courteously and effectively with other Head Start/Early Head Start employees, parents, the public, and contractors.
- Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee's Signature

Date

Witness Signature

Date

Drug Free Work Place