

Economic Security Corporation Job Description

Job Title: Quality Assurance/Maintenance Tech
Division: Head Start/Early Head Start
Reports To: Coordinator of Transportation and Facilities
FLSA Status: Non-exempt
Revision Date: May 4, 2020
Job Classification: Grade 5

SUMMARY

The Quality Assurance/Maintenance Tech is responsible for ensuring that the Head Start/Early Head Start Division is compliant with federal, state and local regulations. In addition, this person is responsible for a variety of maintenance duties, related to the care and repair agency facilities and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Conducts on-going monitoring in various areas, but especially in the health and safety requirements of facilities.
2. Reviews monitoring results with staff, area supervisors, program coordinators and other management staff.
3. Enters documentation of monitoring in the management system software in a timely fashion.
4. Assists with the development of Corrective Action Plans and ensures follow-up is completed on all out of compliance areas by issuing timelines for correction in conjunction with coordinators and supervisors.
5. Assists in securing qualified contractors and sub-contractors in completing construction projects.
6. Coordinates the purchase of materials, equipment and services by assisting in the obtaining of bids and review of submitted bids.
7. Maintains current registration and insurance renewals on agency vehicles.
8. Assesses problems related to building/equipment repairs and installation. Makes and carries out recommendations in fixing the problems.
9. Uses basic carpentry, electrical, plumbing and painting skills necessary to address compliance issues, under the direction of the Coordinator of Transportation & Facilities.
10. Maintains agency tools and equipment as directed.
11. Removes snow or ice from steps, walkways and spreads ice melt. Trim and mow grass as necessary.
12. Moves and organizes furniture and equipment from one building to another.
13. Enters monitoring reports in Child Plus and runs reports from the data collected for the Transportation & Facility Coordinator.
14. Enters training into the Missouri Workshop Calendar for approvals, including sign in sheets.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

An Associate's Degree is preferred, however, a detailed, organized person with experience will be considered. Proficiency and computer experience in Microsoft Office applications, especially Excel, is required.

LANGUAGE SKILLS

Requires excellent interpersonal and communication skills to ensure collaboration and cooperation among several different groups of staff. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to compile and analyze data and make effective recommendations and decisions. Ability to perform independent audits requiring the utmost discretion and tact. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements. Must have or be able to obtain, within the first ninety days of employment, a class "C" CDL license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; to use hands and fingers to handle or feel; to reach with hands and arms; to climb or balance. The employee is required to sit, stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. The employee is sometimes exposed to awkward and confining work spaces; climbing ladders onto roofs; and work above ground level where the possibility of falling exists. The employee has moderate to somewhat strenuous daily physical activity performing duties with a primary product or of a technical nature. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to working near moving mechanical parts. The employee occasionally works in wet or humid conditions, is exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat, and to the risk of electrical shock. The employee will be exposed to “common” childhood illnesses, such as cold or flu. The work conditions are usually a mix of indoor and outdoor projects. The

Employee Signature

Date

Employee Name