



COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

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4Cs Now Hiring: Maintenance Specialist

Are you inspired by the mission of 4Cs?

Want to make a powerful difference in the lives of families in Sonoma county?

The Community Child Care Council is looking for an outstanding individual to join our team! The Maintenance Specialist performs a variety of tasks in order to repair and maintain the 4Cs child care center facilities.

Primary Duties and Responsibilities

- Perform semi-skilled and skilled work in several areas of the building trades in order to maintain buildings and equipment at 4Cs locations
- Diagnose, repair, and install a variety of equipment and fixtures requiring carpentry, plumbing, electrical, and other skills, including preventive maintenance and emergency repairs
- Install, repair, or rebuild electrical fixtures, including replacing fuses, fixtures, and switches
- Perform basic plumbing repairs such as replacing broken pipes, cleaning clogged drains, flushing sewer lines, and replacing faucets, washers, or gaskets
- Assemble and repair furniture, toys, and playground equipment
- Replace door hinges, windows, locks, and thresholds, and locate and repair minor roof leaks
- Perform basic yard maintenance duties such as trimming of grass, trees, and shrubs
- Determine and purchase needed supplies and materials to complete projects and estimate costs
- Maintain accurate daily records and files for work performed
- Clean, maintain, and repair tools and equipment used in maintenance duties
- Perform all duties in a safety conscious manner
- Work effectively independently and as part of a team; communicate effectively with supervisor and colleagues
- Provide excellent customer service and maintain positive interactions with others
- Arrange for storage space and move items to and from storage units
- Move items between centers and office
- Assist with child care center equipment inventory
- Be available for evening or weekend work when necessary

Skills and Qualifications

- Skills and experience needed to fulfill the duties of the job description, including carpentry, plumbing, electrical, and other trade skills
- Health clearance by physician; ability to fulfill physical requirements of the job including lifting up to 50 pounds on a regular basis and occasionally lifting more than 50 pounds with assistance; sufficient mobility to stoop, reach, climb, kneel, and move about to perform job duties, ability to use hands and fingers to feel and grasp
- Local travel required; must have an insured automobile and a valid California Driver's License
- Access to appropriate work vehicle with overhead rack (desired)
- Proof of current Immunizations (Measles, Pertussis, Influenza); T.B. clearance within 1 year
- Criminal record clearance (Livescan)
- Ability to work well with people from various social, cultural, economic, and educational backgrounds

To apply please submit a cover letter and resume to 4Cs HR Department at employment@sonoma4cs.org

Pay rate: \$22.50 per hour