

INSTITUTE OF COMMUNITY SERVICES, INC. JOB DESCRIPTION

Job Title:	Maintenance/Distribution Officer
Classification:	Non-exempt
Working Hours	8:00 a.m. - 4:30 p.m.
Working Weeks	52

I. General Description

The Maintenance/Distribution Officer will distribute supplies and materials to the ICS Central Office and to ICS Head Start centers and maintain storage facilities at Central Office. The Maintenance/Distribution Officer will make repairs at the Central Office and Head Start Centers.

II. Specific Duties

1. Inspects building and equipment to determine needed repairs.
2. Makes minor repairs on equipment, buildings, roofs, and electrical problems.
3. Completes basic plumbing work and replaces restroom fixtures.
4. Repairs and maintains playground fencing and equipment.
5. Makes scheduled visits to centers.
6. Distributes supplies and materials at the central office.
7. Delivers mail and reports to the centers and central office.
8. Delivers and picks up materials from local printing company.
9. Picks up packages and boxes from post office when needed.
10. Moves office furniture and equipment as needed.
11. Maintains orderly arrangement of storage facilities.
12. Maintains inventory of janitorial supplies.
13. Requests janitorial supplies for the central office and centers.
14. Distributes janitorial supplies to the centers
15. Requests herbicide based on Health Department policies for centers and provides to centers as needed.
16. Ensures tags are current on agency vehicles.
17. Takes agency vehicles for maintenance and repairs to local vendors.
18. Inspects agency vehicles to make sure they are running properly and serviced before out of town trips.
19. Attends job related trainings.
20. Recruits volunteers and in-kind contribution.

III. Supervisory Control

The Maintenance/Distribution Officer is directly responsible to the Field Services Director. Evaluation is done annually by the Field Services Director.

IV. Other Significant Facts

- Available transportation.
- Be able to attend workshops and conferences that required overnight lodging.
- Must maintain automobile liability insurance which meets state requirements.

All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than "at will", nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be "at will". "At will" employees may resign at any time or be terminated for any reason, so long as it's not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.

V. Qualifications

A high school diploma or GED certificate is required, or five years of experience in distribution and maintenance. Will be required to pass the agency's test of reading, writing, and math skills. Must have valid driver's license.