



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are seeking a **Maintenance Supervisor** for our head start program in **Denver, Colorado**. This position is a regular **Full-Time Year-round** position and is eligible for medical, dental, and vision benefits, as well as a generous paid time off allowance.

POSITION SUMMARY:

Provides preventative and reparative maintenance on and in Rocky Mountain SER Head Start facilities to meet licensing standards and requirements in accordance with appropriate policies, procedures, and standards of repair and maintenance.

DUTIES AND RESPONSIBILITIES:

- Completes work orders submitted by staff members (painting, minor plumbing, carpentry, electrical, etc.)
- Determines materials needed, completes purchase orders and carries out repairs and maintenance.
- Develops service vendor relationships for economical and effective service repair.
- Is responsible for the pick-up and delivery of merchandise, supplies and equipment.
- Is first "on call" to respond to burglar alarm company, fire department, etc.
- Assists the administration at grantee office on occasions with a variety of duties (pick-up and delivery of donations, heavy moving tasks, etc.)

- Provides basic instruction to center staff in routine preventative maintenance regarding care of vacuum cleaners, micro-convection ovens, simple plumbing fixtures, etc.
- Performs routine landscaping / yard maintenance such as mowing lawns, trimming shrubs and trees, maintaining sprinkling systems. Coordinates maintenance services with other individuals / agencies such as landlords, maintenance personnel, etc.
- Assists with special projects / activities.

EDUCATION and EXPERIENCE:

- High School Diploma or GED
- Requires a minimum of 2 years previous maintenance and repair experience
- Valid Driver's license
- Working knowledge of plumbing, electrical, heat, carpentry, light and power repair procedures as well as painting, concrete work, etc.

Pay Range: \$38,000

Typical Schedule: Monday - Friday

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSE is an Equal Opportunity Employer