



**Now hiring**

## Center facilities coordinator

DEPARTMENT: Early Childhood Program  
PAY RANGE: RH1/L2

HOURS PER WEEK: 40 Hours/week-Full Year

### General Scope of Duties:

The **Center Facilities Coordinator** is responsible for the coordination of facilities systems and general maintenance necessary to support major components of a quality Head Start and Early Head Start Program.

WCAP owns two facilities (Belfast and Searsport) that require consistent care and repair as well as donated and rented space throughout Waldo County. These sites and buildings must all be maintained in accordance with Maine Rules for Licensing of Child Care Facilities and the Head Start Performance Standards and Head Start Act. The documentation of such maintenance as well as other operations documentation must be tracked carefully.

### General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- **Must meet WCAP's background clearance requirements.**
- Valid Criminal Record History Check (CHRC) through DOE.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least three years of facility and grounds maintenance experience required.
- Skilled and experienced in general building and grounds maintenance.
- Strong organizational and multi-tasking skills.
- Strong communication skills.
- Basic cleaning and maintenance skills.
- Ability to work independently with minimal direction and supervision.
- Proficient skills in Microsoft Word, Excel and Outlook.

### Education Requirements:

The following education requirements are considered essential:

- High school diploma or equivalent required. Post-secondary education in the trades preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: [www.waldocap.org](http://www.waldocap.org). Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.