Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

FACILITIES AND MAINTENANCE ATTENDANT

Division: **Finance**
Department: **N/A**
Supervisor: **Facilities and Maintenance Coordinator I or II**
FLSA Status: **Non Exempt - Union**

Qualifications:

1. High School Diploma or equivalent required.
2. One (1) year of facilities maintenance experience preferred.
3. Ability to plan and schedule work load independently and to carry out responsibilities with minimum direction required.
4. Able to meet physical demands of daily routine throughout the program year; lift a maximum of 75 pounds.
5. Valid Michigan Driver's License and reliable transportation with a good driving record required.

Job Mission:

To perform facilities set-up and reorganization, storage, custodial, and cleaning duties for Head Start to ensure that the center(s) is/are maintained in a clean, safe, and healthy state and service is provided in accordance with the required state and federal guidelines.

Performance Standards:

1. Responsible for sanitation of center classrooms at the main Pontiac location to include vacuuming, mopping, cleaning waste containers, waste removal, and cleaning bathrooms.
2. Ensure that all necessary supplies are maintained and organized such that duties can be carried out in a timely manner.
3. On an as-needed basis be able to move office and classroom furniture from site to site or from room to room.
4. Carry out other duties as directed by their supervisor.

Hours & Wage

$19.77 per hour plus shift premium
40 hours per week, 52 weeks per year,
Work Hours: Monday - Friday 2:00 pm to 10:00 pm
Location: Pontiac

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LHSA
A Community Action Agency

Job Title:	Facilities and Maintenance Attendant

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	**Comments**
Sit	N/A	
Stand	3	
Walk	3	
Bend/Stoop	2	

Movements	**Yes/No**	**Comments**
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	**Comments**
Weight Carried	**26-50 lbs.**	

	Pounds	**Comments**
Weight Lifted	**51-75 lbs.**	

Date: Jul 29, 2026