



CFS Maintenance/Courier

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for an individual to provide repair and maintenance support to the Head Start sites operated by the Sacramento Employment and Training Agency.

Position Summary: Under general direction this individual will repair, maintain, and improve Head Start facilities, i.e., classroom tables, children’s trikes, sandboxes, fences, sprinkler systems, etc. This position also assists in ensuring that all SETA early learning centers meet the Head Start Performance Standards related to education, health, safety and supervision. This individual may also deliver and pick up materials and food/food supplies from the Head Start sites operated by the Sacramento Employment and Training Agency.



Starting Salary: \$16.30 per hour

Benefits:

- Medical Benefits (6 plans to choose from)
- Dental Benefits
- Life Insurance
- Vision Insurance
- Educational Reimbursement: up to \$1500 annually
- Access to the Public Employee Student Loan Forgiveness Program
- Paid Jury Duty
- Pension (mandatory contribution required)
- Retirement Health Savings Accounts and 457 plans
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Previous experience performing minor repairs and general maintenance work.



Special Requirements:

Possession of, or ability to obtain, a valid class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. ***Additionally, must be over the age of twenty-one (21) for insurance purposes.***



How to Apply:

This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).



Posting Date: Monday, April 8, 2019

Final Filing Date: Saturday, May 4, 2019 by 12 p.m.

SETA will not accept applications electronically submitted after the 12 p.m. deadline.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.