



## 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](http://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:** \$18.93 per hour

### Benefits:

- Medical Benefits (6 plans to choose from)
- Dental Benefits
- Life Insurance
- Vision Insurance
- Health Savings Account (HAS)
- Modern Health – Mental Health Program
- Educational Reimbursement: up to \$1500 annually
- Access to the Public Employee Student Loan Forgiveness Program

- Pension (mandatory contribution required)
- Retirement Health Savings Accounts and 401 K plans
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Paid Personal Leave
- Paid Jury Duty
- 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:

1. 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.***

**Who May and 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>.

***\*Due to COVID-19, the recruitment for this position may be virtual, meaning exams and interviews will utilize electronic mediums such as video conferencing.***

**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, November 22, 2021

**Final Filing Date:** Tuesday, December 7, 2021 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

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

