



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 individuals to provide repair and maintenance support to the Head Start sites operated by the Sacramento Employment and Training Agency.

Program Summary: Under direct oversight of the Deputy Director Facilities/Safe Environments are responsible for federal, state and local compliance regulations. As well as ensuring community partners working in the centers meet all requirements.



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: \$23.21/Hr. to \$29.63/Hr. (New employees typically are hired at the first step, Step A. SETA’s pay scale consists of six steps, each step increase is on annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
Life Insurance Health Savings Account (HSA)
Modern Health – Mental Health Program
Educational Reimbursement: up to \$1500 annually
Public Employee Student Loan Forgiveness Program
Pension (mandatory contribution required)

Retirement Health Savings Accounts and 401 K plans
Paid Holidays (13)
Paid Vacation and 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

[Click Here to Apply](#)

Posting Date: Thursday, January 2, 2025

Final Filing Date: Thursday, January 16, 2025 by 5 p.m.

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

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer.

