

McIntosh Trail Early Childhood Development Council, Inc.
565 Recreation Drive, Jackson, Georgia 30233
(770) 775-4293

VACANCY NOTICE

Center/Office:

Butts County/Central Office

Position: **Maintenance Manager-** The Head Start Maintenance Manager is responsible for managing the maintenance, repair, and safety of all Head Start facilities, grounds, playgrounds, and equipment. The successful candidate must be able to supervise maintenance operations while also performing routine maintenance and simple repair tasks to ensure a safe and welcoming environment.

Minimum Education: **High School Diploma**

Preferred Qualifications/Experience:

- Must have at least 3 years of experience in repairs, renovations, bid process, recordkeeping, and documentation
- Become familiar with building codes required in the seven-county service area and on-site safety requirements.
- Working knowledge of electrical, plumbing, HVAC, carpentry, and general building maintenance.
- Ability to lift to 50 pounds and perform physical maintenance activities.
- Ability to troubleshoot maintenance issues and complete simple repairs independently.
- Ability to prioritize work and manage multiple projects.
- Ensure compliance with Head Start Program Performance Standards, OSHA requirements, and state and local safety regulations.
- Coordinate major repairs with licensed contractors when necessary.

Grade:

Salary based on Experience
12 months, full-time position

APPLY BY:

AUGUST 18, 2026

Preference given to additional licensing, certificates, and diplomas relevant to building, construction, and related areas.

We are a Drug-Free Workplace: We conduct substance abuse testing upon hiring and randomly throughout the school year.

A valid driver's license is required. You must have a car or access to a car.

Serving: Butts, Henry, Lamar, Newton, Pike, Spalding, and Upson Counties