



## **Notice of Job Vacancy #26-032**

**Posting Date:** July 23, 2025

**Position:** Part-Time General Maintenance

**Location:** Various Head Start locations across Berkeley and Jefferson counties as assigned

**Employment Term:** Part-Time / "As Needed"

Please note: Part-time / "As Needed" EPIC Head Start staff do not work when assigned locations are closed due to breaks in the school calendar, holidays, inclement weather, remote learning, or any other reason when those events fall within the employment dates shown on the employee's annual employment letter.

**Salary:** \$18.00 per hour

**Position Overview:** EPIC Head Start understands that our most valuable assets are the dedicated, creative, life-long learners who positively support the lives of children, their families, and peers. Our culture is one of encouragement, support, and determination. We strive to exceed compliance of our guiding regulations.

**Qualifications:** High school diploma or equivalent, driver's license, and experience with diverse repairs required. Must be able to frequently lift/move at least 75 pounds and perform tasks as assigned. Will be required to pass a background check. Preference given to applicants with documented experience/training with electrical and/or plumbing work.

**Responsibilities:** Provide part-time/"as needed" general maintenance to various Head Start sites and surrounding outdoor spaces including calls to make general repairs; replace ceiling tiles and lighting; drywall; paint; clean; move furniture and office items; transport items; and other assorted tasks as assigned by the Head Start Health & Safety Specialist; Head Start Managers; Head Start Director; and/or EPIC Administrator.

**Additional General Requirements:**

1. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable work place.
2. Demonstrate verbal and written competency in the English language.
3. Adhere to Head Start Performance Standards, EPIC and Early Head Start/Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
4. Comply with all WVDE, EPIC, and Head Start requirements, drug free, TB free, etc.
5. Agency approval of Criminal Investigations Bureau and FBI records.

**Work Environment:**

The selected candidate must transport themselves by personal vehicle from one work site to another on a regular basis.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council Head Start Policy Council.

Anticipated Start Date: Immediately following the onboarding process

Application Process: You may submit your application one of two ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC Head Start/Early Head Start application** can be found by [clicking on this link.](#) Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.  
Head Start/Early Head Start is funded by the US Administration for Children and Families