



COMMUNITY ACTION FOR IMPROVEMENT, INC.

DATE JOB POSTED: 07/22/2020

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POSITION: FACILITIES AND TRANSPORTATION MANAGER

PROGRAM: HEADSTART

WORK HOURS: F/T MON-FRI, 8 AM -5 PM (OTHER HOURS AS NEEDED)

LOCATION: CARROLLTON AND COWETA COUNTIES

POSITION: NON-EXEMPT SALARY

POSITION SUMMARY: Under the supervision of the Head Start Director this person will be responsible for providing a safe, and healthy facilities that meet all local, state and federal regulations that is crucial for the operation of Head Start/ Early Head Start program(s). This position is responsible for the overall management of the Head Start/ Early Head Start facilities by ensuring that all buildings meet federal, state, and local licensing requirements pertinent to type of use and that all required licenses are up to date. In addition, this position ensures that leases, contracts or agreements for all sites are current with appropriate signatures, oversees the maintenance and cleaning of buildings to ensure that they are clean, safe and in usable condition and works with outside contractors and service oriented business, as necessary. The position is also responsible for maintaining a warehouse of supplies and equipment and for inventory control and distribution of items to Head Start/ Early Head Start facilities. The position conducts regular health and safety inspections of buildings and playgrounds and chairs the Head Start Safety Committee.

This position would also require the maintenance and upkeep of Head Start vehicles (buses and cars) to provide safe and adequate transportation for Head Start and Early Head Start Centers.

MAJOR TASKS AND RESPONSIBILITIES

Program Development and Implementation-Maintenance & Recordkeeping

- Oversees the Head Start/ Early Head Start facilities and assures they meet all requirements
- Utilizes purchase system to support facilities with such items as equipment, supplies, repairs, and maintenance.
- Develops and implements systems for building security and maintenance.
- Establishes a warehouse for storage of program equipment and supplies for all sites including items that can be requisitioned by program staff and develop a system for distributing needed items.

- Establishes and facilitates a Safety Committee to support safe and healthy environments of care at centers, kitchens and Head Start/Early Head Start offices.
- Serves as a liaison between Head Start/ Early Head Start and the building maintenance contractors; ensures that maintenance and repairs are done in compliance with applicable regulations and according to specifications of building owners; maintains appropriate maintenance records.
- Coordinates moving of sites, inventory, supplies as necessary
- Ensures safety and function of all Head Start/Early Head Start facilities and compliance with ADA, OSHA, and other laws and regulations.
- Available on call for emergencies.
- Oversees landscape needs such as mowing lawns, trimming shrubs, sweeping porches, steps, and parking lots, etc.
- Suggests changes in working conditions and use of equipment to increase efficiency of work
- Maintains fire alarms and security alarm system in good working order
- Reviews and advises on proposed projects with management team and develops schedules and priorities for accomplishment of tasks.
- Develops and maintains a long-term plan for meeting the information processing requirements of Head Start/Early Head Start.
- Prepares monthly reports for management on status of items that were completed during the month.
- Creates a work order system for maintenance requests, to include the date of the request, task that was done and date of completion.
- Coordinates and gain approval for vendor repairs and maintenance for sites, if unable to complete tasks independently.
- Works with service, supply, and equipment vendors to secure the lowest possible bids and prices for the agency.
- Directs and oversees the response to and resolution of user inquiries and problems.
- Continues professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest trends in the field of expertise.

Program Development and Implementation-Transportation and Recordkeeping

- Assists the staff person responsible to track data and provide accurate information for the annual Program Information Report (PIR) as well as for monthly reports.
 - Responsible for the following:
 - Establishes policies and procedures for the transportation portion of the program with the staff that support the effective implementation of transportation services
 - Keeps up to date and is knowledgeable of Head Start Performance Standards, with specific knowledge of (Subpart F-1303.70-75) Transportation Services.
 - Work with drivers and center staff to establish the safest and most efficient routes possible give the location of the children and the centers.
 - Ensure that the drivers are compliant with the mandatory drug testing program that meets local, state, and federal regulations.

- Develops, oversees, and monitors a communication system between vehicles, drivers, and the centers, always, when vehicles are on the road
- Ensures that all licenses, permits, and inspections are completed as required by local, state, and federal regulations.
- Schedule CPR, First Aid and other courses and workshops necessary to ensure a trained and competent staff of drivers and individuals as bus aides. Tracks compliance with all regulations and requirements.
- Develop and maintain a system of monitoring the safety and cleanliness of all vehicles.
- Create a daily inspection sheet for vehicles that will be used in transporting children to and from the centers.
- Create an individual record to document repairs and maintenance needs for each vehicle and complete the required paperwork for maintenance and program requirements.
- Arrange for the repair of any vehicles through an approved vendor, as the need arises.
- Develop and follow a preventative maintenance schedule for each vehicle.
- Maintain gas receipts and complete necessary paperwork for payment of fuel vendors in cooperation with the staff person responsible for accounts payable.
- Maintain required information regarding the license and driving record for all bus drivers and all others authorized to use program vehicles.

Program Development and Implementation-Custodial

- Provides input to the hiring and training of custodial, janitorial and maintenance staff and contractors as needed.

Program Development and Implementation-General

- Maintains an accurate inventory of all program supplies and equipment in centers, offices, and warehouses.
- Ensures that all inspections, licenses, and contracts are current and on file.
- Requisitions tools, equipment and supplies as needed insuring budgetary control.
- Establishes a system to make weekly health and safety inspections of all sites and quickly resolve identified site issues, including the safety of playgrounds, parking lots, and other areas used by Head Start/Early Head Start staff, children, parents, contractors and community volunteers.
- Understands, generates and documents in-kind and other allowable costs applied towards the non-federal share requirement.
- Attends all workshops and meetings as deemed necessary by immediate supervisor
- Responsible for understanding Head Start Performance Standards and local childcare licensing regulations regarding maintenance, custodial and transportation.
- Expected to be knowledgeable of the regulations associated with the prevention of occupational disease and injury, including the exercise of universal precautions and prevention of contamination.
- Positively promotes Head Start in the community.

Supervisory and Training

- Assists the staff person in charge at each center to plan and direct the work of custodians/janitors.
- Identifies and trains the staff on the job standards and goals, monitors ongoing performance, provides feedback, and submits performance appraisals in a timely manner for all staff.
- Provides input to adjust work procedures to meet maintenance production schedules.
- Assists in preparation of schedules and estimates work hour requirements for completion of jobs.
- Determines appropriate training needs to meet the program goals and objectives and makes necessary recommendations.
- Attends all required staff and parent meetings and activities.
- Provides or arranges training on “Right to Know” and ensures that all sites are compliant.
- Models and exercise supervisory authority to support other employees in the execution of work duties in a manner consistent with Head Start standards for compliance with all applicable laws, rules and regulations, including Community Action For Improvement’s policies and procedures reflecting best practices. In addition, supervisors are expected to model exemplary standards of ethical behavior and exercise careful stewardship of program funds, and support those they supervise in adhering to those standards.
- Becomes thoroughly familiar with Community Action For Improvement’s Employee Policies and Procedures Handbook; Human Resources Policies and all other handbooks, manuals, and resources that adheres to them.
- Plans and directs the work of the staff supervised. Observes and provides feedback to staff and volunteers supervised where applicable and other staff assigned on at least a weekly basis.
- Makes appropriate personnel decisions that do not require higher approval and submits others as recommendation to the supervisor.
- Determines appropriate training needs to meet the program goals and objectives and makes necessary recommendations.
- Maintains strict confidentiality with respect to Head Start/Early Head Start children, families, and staff in accordance with established policies and procedures.
- Monitors compliance with the Head Start Program Performance Standards.
- Develops and implements a plan and a system of continuous ongoing monitoring and evaluation of activities within the program.

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED

- **Knowledge**
 - Basic operations, tools, and terms used in building maintenance work
 - Plumbing, painting, and other light facility maintenance.
 - Federal, state, and local safety and building code requirements.
 - Safe and thorough basic cleaning and sanitation practices.

- Regulations associated with prevention of occupational disease and injury, including the exercise of universal precautions and prevention of contamination.
- Local resources, language, and customs.
- **Abilities**
 - Work effectively with others in a team environment and manage multiple projects.
 - Develop and maintain a maintenance and transportation system for accurate records.
 - Work with contractors and volunteers.
 - Perform minor building repairs
 - Lift objects weighing 75 pounds.
 - Operate light trucks, bus, and equipment for minor construction.
 - Work independently with minimum supervision.
 - Understand and carry out oral and written instructions.
 - Operate and instruct others in the use of standard cleaning appliances such as vacuum cleaners, rug shampoo machine.
- **Skills**
 - **Language Skills**-Ability to communicate ideas and instructions orally and in writing
 - To speak, read and write English well enough to understand and be understood by others
 - To write reports and business correspondence
 - To read, analyze and interpret general training/informational materials related to facilities and technical procedures related to health and safety.
 - To speak before groups of individuals.
 - Some Bilingual fluency helpful (English/Spanish).
 - **Mathematical Skills**-Ability to perform basic math skills of adding, subtracting, multiplying, dividing, and figuring percentages and overtime.
 - To produce graphs, charts, spreadsheets, and other mathematical reports.
 - **Reasoning Skills**-Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - To interpret an extensive variety of instructions.
 - To summarize conclusions and instructions, then make recommendations and develop implementation strategies.
 - To maintain strict confidentiality always, including the ability to recognize situations in which confidentiality is required.
- **Minimum Qualifications**
 - High School Diploma or GED.
 - 2 years related experience.
 - Demonstrated general building maintenance and facilities management required.
 - Local health/safety regulations, ADA, OSHA requirements preferred.
 - Lease management and contracting preferred.

- Acceptable tuberculosis screening results.
- Clear criminal records check, to include clear driving record.
- Initial health screening (DOT physical may be required).
- Commercial Drivers License (CDL) is preferred, but not required

ESSENTIAL PHYSICAL/MENTAL DEMANDS

- Ability to lift 75 pounds on a regular basis and perform heavy labor as needed.
- Common maintenance tools and equipment.
- Work is performed in a variety of settings including office environment, which may require moving furniture and equipment, driving on public roads, doing minor building, cafeteria, or classroom repairs.
- Exposure to communicable disease.
- Noise level may be moderate to loud.
- Work may require some evening and weekend work, to include social and community events.
- Grounds maintenance

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to read, understand, and apply written and spoken directions; write; count accurately; use advanced math skills.

WORK ENVIRONMENT

This job operates in a both inside and outside of the facilities.

TRAVEL

Travel is primarily local during business day, although some out-of-area and overnight travel may be required for training purposes.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

CAFI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, CAFI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has

facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

CAFI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CAFI's employees to perform their job duties may result in discipline up to and including termination.