

## Job Description

<b>Job Title:</b> FACILITIES/TRANSPORTATION MANAGER	<b>Reports to:</b> Head Start Director
<b>Skill Level:</b> 3	<b>Pay Grade:</b> 305
<b>Work Location:</b> Houston County, Central Office	

### **Description:**

Under the supervision of the Head Start Director this position coordinates the function of the Facilities/Transportation Area by delegating assignments and overseeing progress of work orders; meets and coordinates with subcontractors; manages budget; coordinates routine maintenance. Additionally, the Facilities/Transportation Manager supervises and coordinates the transportation needs of the program. The manager is responsible for creating and supervising all bus routes and stops, purchasing new buses and hiring and supervising all bus drivers. The manager also sets and monitors program policies, develops and manages budgets and completes all paperwork and records related to child transportation in compliance with all State and Federal rules and laws. This position will maintain related records and ensure compliance with Head Start Performance Standards.

### **Responsibilities**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Hire, train, supervise, coach and evaluate the performance of facility and transportation staff.
- Promote a cooperative team environment.
- Maintain a system of consistent and accurate exchange of information with staff, vendors and subcontractors.
- In tandem with Operations Director, assure that expenditures are appropriate within allowable budget.
- Coordinate moving office furniture, fixtures and equipment within and between sites to support staff changes, relocations, remodels and program expansion.
- Monitor Work Orders to ensure requests are appropriately handled and resolved in a timely manner.
- Assess facility needs: evaluate and prioritize Work Orders to determine assignments/scheduling and determine when projects should be contracted out.
- Organize and maintain appropriate documentation for all facilities and maintenance jobs, projects and equipment.
- Inspect, coordinate and/or schedule regular maintenance and upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, mowing, landscape bark application, trash and litter removal and other duties as required to keep areas clean and neat.
- Coordinate and/or perform routine emergency repairs and maintenance at all sites.
- Coordinate facility construction, renovations and playground development
- Assist facility staff in all aspects of the job as needed.
- Ensure that safety checklists are completed at least once per month at each site.
- Monitor and evaluate the quality and completion of jobs.
- Prepare and coordinate job bids, repair costs, estimates and meet with contractors upon request.
- Responsible for coordinating training event and special event set-ups.
- Ensure drivers meet all State and Federal training and licensing requirements
- Identify and approve bus routes and ensure bus loading zones are safe.
- Responsible for ensuring CDL credentials are up-to-date and obtained for those positions with a CDL requirement.
- Maintain and update policies, procedures and handbooks per State and Federal regulations and agency directives and guidelines.
- Perform ongoing monitoring of bus drivers for safety and adherence to all Federal and State transportation regulations including daily pre-and-post trip inspections.
- Maintain and monitor records of gas and oil expenditures and routine maintenance of program vehicles.
- Develop and maintain a record keeping system that includes: individual mileage records for each vehicle. A schedule of vehicle maintenance and costs for each vehicle.
- Assess transportation and training needs and create plans to assure that both adequate transportation and qualified drivers are available to meet agency needs

- Provide safe route and riding information and training to children and families.
- Ensure safety equipment is in vehicles at all times.
- Arrange for repairs, maintenance and annual inspections of all school buses and other Head Start vehicles as needed.
- Provide and plan transportation for all field trips requests.
- Attend meetings and trainings as required or recommended by supervisor.
- Perform other duties as assigned

**Qualifications/Requirements:**

- Valid Tennessee driver's license, current First Aid and CPR cards.
- Minimum High School Diploma or GED, Associates or Bachelors Degree in business or related field desirable.
- Minimum two years experience in repair and maintenance. Strong knowledge of school bus transportation systems State and Federal regulations.
- Minimum one year supervisory experience, directing, scheduling, and evaluating staff.
- Strong oral/written communication.
- Intermediate to advance computer skills, including internet and e-mail.
- Must have scheduling flexibility to perform occasional after hours emergency services.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.