

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Ensure all facilities are in compliance with Tennessee State Child Care licensing requirements, Head Start Performance Standards, State Fire Marshall requirements and state and local fire codes.
- Ensure playgrounds are safe and play structures are sound by initiating a yearly playground inspection.
- Develop and implement plans and procedures for the Facilities, Maintenance, and Transportation content areas to ensure the program is in compliance with all applicable Head Start, Federal, and State regulations.
- Prepares bid specifications for all facility improvements.
- Assists in preparing estimates for all facility improvements by hiring licensed contractors.
- Ensures all contractual agreements for transportation, facilities, playgrounds and parking lots are approved and signed by the appropriate parties.
- Ensure checklist according to Performance Standards and Office of Head Start are completed on all purchased vehicles, construction, and renovation.
- Assist in budget and grant preparations by providing necessary estimates on facilities, playgrounds, and transportation.
- Execute or supervise construction projects needed for repairs, remodeling and expansion of interior space, exterior space, storage facilities, parking lots and playgrounds.
- Coordinate procurement process, assure bonding and workers compensation coverage for contractors, and supervise contractors and volunteer labor.
- Attend to the environmental impact of any chemical or expansion project on Head Start grounds and contiguous properties.
- Monitor and maintain records of facilities and playgrounds.
- Develops and coordinates a maintenance schedule for all agency vehicles including busses.
- Ensures all transportation services are provided in a safe and efficient manner for Head Start children and parents according to state and federal regulations.
- Attend all assigned meetings/trainings.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Responsible and ensures all staff are trained in First Aid/CPR procedures.
- Perform related duties as required.
- Approves purchasing for all Head Start supplies, equipment, and food in the Nutrition content area.
- Revises, gathers and prepares all information necessary for the CACFP contract annually to submit to the Director of Finance.
- Monitors and evaluates the food service program to ensure the CACFP and Performance Standards are met.
- Monitor and maintain kitchen inspections.
- Collects and prepares monthly CACFP paperwork.

Qualifications/Requirements:

- Bachelor/Associate degree in a related field.
- Five (5) years experience in construction or maintenance related fields.
- Ability to read and understand blueprints, floor plans, and building diagrams.
- A minimum of 3-5 years experience in management and related training.
- Ability to analyze information and statistics, and write summary reports.

- Possession of a valid Tennessee Commercial Driver's License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

Knowledge or Skills:

- Ability to determine and prioritize workload while being flexible.
- Significant decision making and problem solving skills.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize and delegate responsibility.
- Ability to supervise and provide leadership.
- Ability to work with individuals with a wide range of experiences and ethnic and cultural backgrounds.
- Possesses negotiation and mediation skills.
- Ability to focus on organizational detail while maintaining a bigger picture vision.
- Ability to exercise independent judgment and standards to meet variations in assigned objectives.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Ability to focus on both content areas and the management level issues.
- Adheres to professional ethics and standards.

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.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
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