

Highland Rim Economic Corporation

Title: Facilities/Transportation Manager	Reports To: Head Start Director
Status: Exempt	Department: Head Start
Skill Level: 3	Pay Grade: 305
Location of Work: Head Start Central Office, Houston County	

Description:

The Facilities/Transportation Manager is responsible for ensuring the provision of high quality comprehensive early childhood services by effectively leading, managing and supervising the area of Facilities. 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 Facilities/Transportation Manager is responsible for creating and supervising all bus routes and stops, purchasing new buses and hiring and supervising all bus drivers. The Facilities/Transportation Manager is responsible for the repair and maintenance of Highland Rim Economic Head Start facilities. The manager also sets and monitors program policies, develops and manages budgets and completes all paperwork and records related to child transportation. The Facilities/Transportation Manager ensures accordance with agency philosophy, goals and values and in compliance with all applicable Federal, State and local laws and Head Start Program Standards at all times.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- Adhere to National and local Head Start philosophies and vision, assisting with the leadership and implementation of best practices towards achieving program school readiness goal
- Supervise and manage a program/department with multi-funding sources and a budget.
- Monitor ChildPlus work orders to ensure requests are appropriately handled and resolved in a timely manner
- Schedule and coordinate repairs with sub-contractors (electrician, plumber, locksmith, etc.)
- Access facility needs, evaluate and prioritize ChildPlus work orders to determine assignments/scheduling and determine when projects should be contracted out
- Prepare and coordinate job bids, repair costs and estimates
- Coordinate facility construction, renovations and playground development
- Coordinate and/or perform routine emergency repairs and maintenance at all sites
- Monitor and evaluate the quality and completion of jobs
- Conduct and attend meetings and training as requested and mandated
- Ensure annual inventory for tools and equipment

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- Independently perform construction, maintenance and repairs of agency facilities on a schedule and as needed basis
- Attend mandated trainings and meetings and seek out staff development opportunities
- Order, purchase, or gather needed tools and materials to complete maintenance requests
- Responsible for maintaining bus fleet in accordance with state law and policies and procedures to ensure that busses are in safe, working order
- Ensures playground certification is maintained
- 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; as well as maintaining own CDL credentials
- Maintains CPR and First Aid trainer certification and trains all staff, parents and community members, works in conjunction with Health Services Manager to ensure staff certifications are up to date
- Maintains and updates policies, procedures and handbooks per State and Federal regulations and agency directives and guidelines
- Maintains and monitors records of gas and oil expenditures and routine maintenances of program vehicles
- Perform ongoing monitoring of bus drivers for safety and adherence to all Federal and State transportation regulations including and agency directives and guidelines
- Drive bus for agency when needed
- Coordinate facilities and vehicle maintenance with inspectors, contractors, and other outside persons on an as needed basis
- Develop and maintain a record keeping system that includes individual mileage records for each vehicles, a schedule of vehicle maintenance, and costs for each vehicle
- Access transportation and training needs and create plans to assure that both adequate transportation and qualified drivers are available to meet agency needs
- Ensure quarterly scheduled maintenance checklists are completed
- Coordinate moving office furniture, fixtures and equipment within and between sites to support staff changes, relocations, remodels and program expansion
- Ensure safety checklists are completed at least once per month at each site
- Provide safe route and riding information and training to children and families
- Ensure all safety equipment is in vehicles at all times
- Work as a team member with all staff and maintain a positive work ethic
- Ensure data is entered and tracked for Program Information Report (PIR)
- Assist in community relationship activities as assigned
- Assist with annual Program Self- Assessment
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- Associate's/Bachelor's degree in related field
- Up-to-date Playground certification

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- Current First Aid and CPR
- Possession of a valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examination and tuberculin test
- Incumbent subject to a criminal background check and must pass pre-employment/random drug and alcohol screenings
- Prefer bilingual (English/Spanish)

Knowledge and Skills:

- 4-5 years supervisory experience
- Strong Knowledge of school bus transportation systems State and Federal regulations
- Adheres to professional ethics and standards
- Organizational, decision-making/problem-solving and multi-tasking skills
- Proficient in written and verbal communication
- At minimum, basic computer literacy
- Interpersonal skills and the ability to work as both a team leader and member
- Must have scheduling flexibility to perform occasional after hour's emergency services
- Minimum two years of experience in building maintenance or construction
- Experience in electrical, plumbing and watering systems

Physical Requirements:

While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear, stand and walk. The employee is frequently required to smell; climb, stoop, kneel, crawl, climb ladders, reach overhead, repeated bending, climb and crouch; ascend/descend one flight of stairs. The employee must regularly lift and or move up to the floor to knuckle, 50 pounds, frequently 50 pounds and constantly 20 pounds. Occasionally shoulder to overhead 50 pounds, frequently 50 pounds and constantly 20 pounds. The employee must be able to carry 100 foot distance with one and or two hands occasional 50 pounds, frequently 50 pounds and constantly 20 pounds. The noise level in the work environment is usually moderate and raucous. Travels up to 75%.

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The required physical demands described above are not all inclusive in describing the demands 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.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ Date: _____