

SHASTA HEAD START CHILD DEVELOPMENT, INC

Facilities and Transportation Coordinator

Supervisor: Operations Director

Classification:

Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Responsible for ensuring that Shasta Head Start facilities and vehicles are in safe, operational condition.

Essential Duties and Responsibilities

- Support operations director in maintaining safe, operational facilities and agency vehicles within budgetary guidelines.
- Coordinate facilities and vehicle maintenance with inspectors, contractors, and other outside persons on an as needed basis.
- Responsible for coordinating maintenance projects between, maintenance crew, area managers, and contractors; maintaining a complete schedule and budget.
- Coordinate and prioritize maintenance requests.
- Responsible for maintaining bus fleet in accordance with state law and Shasta Head Start policies to ensure that busses are in safe, working order.
- Independently perform construction, maintenance and repairs of agency facilities on a scheduled and as-needed basis.
- Ensure quarterly scheduled maintenance checklists are completed.
- Order, purchase, or gather needed tools and materials to complete maintenance requests.
- Track and maintain inventory located in the supply warehouse.
- Janitorial and yard maintenance as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze and interpret complex documents including building and grounds plans, electrical plans and instructions for the assembly and use of tools and equipment.
- Ability to apply mathematical concepts and operations to such tasks as determining square and linear footage, amount and quantity of materials to be used, time, prorating and billing.
- Ability to work with members of the business community.
- Awareness of standard safety regulations.
- Ability to read, analyze, and interpret technical procedures and government regulations in fields relevant to position.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Education

Minimum

High School Diploma or GED.

Desired

Associate degree in related field.

Training and Experience

Minimum

Two years of experience in building maintenance or construction.

Desired

Experience in electrical, plumbing, and watering systems.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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, 75 pounds, frequently 50 pounds, and constantly 20 pounds. Occasionally shoulder to overhead 50 pounds, frequently 50 pounds and constantly 20 pounds; push/pull 100 pounds for 300 feet. The employee must be able to carry 100 ft distance with one and/or two hands, occasionally 75 pounds, frequently 40 pounds, and constantly 20 pounds. The noise level in the work environment is usually moderate and raucous.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title