

TRI-COUNTY COMMUNITY ACTION
PROJECT HEAD START/EARLY HEAD START
JOB DESCRIPTION

JOB TITLE: Maintenance/Transportation Manager

DEPARTMENT: Agency

CLASSIFICATION: Full Time; Non-Exempt

GENERAL DESCRIPTION: The Facilities/Transportation Manager should be a strong, self-motivated manager with a background in construction, code, and small facility repairs. The Facilities/Transportation Manager should be knowledgeable about vehicle maintenance and have the ability to manage a fleet of vehicles including busses. The Facilities/Transportation Manager must possess strong verbal and written skills, as well as having strong communication skills. The Facilities/Transportation Manager should be able to deal with local, state, and federal officials while having knowledge in federal and state inspection operations.

QUALIFICATIONS AND COMPETENCIES: Education: High School diploma (GED) or equivalent required. Experience: At least 2 years of experience in construction, fleet management, or building maintenance. Requirements: Must be willing to travel. Must have a valid Texas Driver's License and be insurable by the agency's insurance company. Must be willing to complete a background fingerprint check, drug test, physical and TB. Competencies: Must participate in opportunities for continuous professional development. Must express oneself effectively in both individual and group settings. Must be will to provide training to other staff as required. Must be able to outreach to the community for vendor development. Must have a valid Texas driver's license and automobile insurance with employee name in order to be insurable by the agency's insurance company.

PERSONAL QUALITIES: The Facilities/Transportation Manager must be a person that is self-motivated and able to work independent of direct supervision. The Facilities/Transportation Manager must be able to make emergency decisions, plan repairs, observe and monitor contract work for the agency. The Facility/Transportation Manager must be able to work in cooperation and coordination with other staff and independent contractors. The Facilities/Transportation Manager must be able to research and resolve problems related to facilities and transportation operations.

DUTIES:

- Participates in and attends all staff meetings as requested.
- Attend training sessions as appropriate, including out of town.

- Responsible for recording dates and topics of all training received.
- Available to staff members and community partners on workdays between 7:00 – 4:30 pm.
- Health and safety checklists
- Emergency preparedness plan
- Seeks, oversees, directs, and approves outside vendors for maintenance and transportation.
- Directly responsible for maintenance/transportation paperwork.
- Uses discretion/judgment to make decisions for maintenance/transportation.
- Follow agency, HS performance standards, state, and local regulations when securing bids and implementing repairs.
- Work from and track work orders supplied by center directors and management staff.
- Prioritize work order based on needs and timelines required.
- Procure for work orders outside of scope of abilities and track progress on procurements.
- Ensure the agency sites are insect and rodent free.
- Oversee building and outside grounds maintenance operations.
- Assist employees with space utilization, coordination of office moves, refurbishing and vendor management.
- Responsible for training all Head Start staff regular and on-going annually on bus safety, maneuvers, driving safety, and prevention.
- Track and monitor vehicle maintenance requirements for all vehicles.
- Work with HR to ensure staff have proper insurance coverage
- Communicate information to employees in an unbiased, clear manner.
- Maintain and update transportation policies
- Submit information for inclusion in agency newsletter as needed.
- Model positive open communication with employees.
- Communicate with supervisor regarding program issues in a timely manner.
- Participate in management team development of monitoring process
- Completes assigned on-going monitoring tool
- Participate in the annual self-assessment process.
- Adjust goals and plans for correction of findings from self-assessment or state and federal monitoring.
- Adhere to standards of conduct
- Obtain and recertify CPR/First Aid
- Obtain and recertify food handlers card.
- Meet program standards.
- Any other duties as assigned by supervisor

WORK ENVIRONMENT: The Facilities/Transportation Manager performs work inside agency buildings or office environment with other employees. The setting requires verbal and face to face contact with the community, parents, children, and other staff members. The Facility/Transportation Manager performs most work during weekday hours.

PHYSICAL REQUIREMENTS: Ability to lift 50 lbs. is required, may also require climbing, bending and stooping.

The statements contained in this job description set forth the general nature and level of work being performed by the employee in this position. The job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required.

SUPERVISORY DUTIES

None

IMMEDIATE SUPERVISOR

Executive Director

Signature_____ Date_____