



## JOB DESCRIPTION

### NAME AND JOB TITLE: Maintenance/Transportation Technician

Exempt: No

Introductory Period: 90 days

Supervisor: Center Operations Officer

Work Period: 12 months per year

Department: Head Start/Early Head Start

### GENERAL DESCRIPTION

The Maintenance/Transportation Technician must be a person who is self-motivated with a background in construction, maintenance, cities codes, and small facility repairs. He/she should be knowledgeable about vehicle maintenance and have the ability to manage a fleet of vehicles. The Maintenance/Transportation Technician should be able to deal with local, state, and federal officials.

### ESSENTIAL DUTIES AND RESPONSIBILITIES. The Maintenance/ Transportation Technician will:

- Must care for yourself in a professional manner to include language, dress; therefore; setting a positive work environment.
- Provides a climate for resolving personal and professional difficulties.
- See that good housekeeping standards are maintained.
- Must be able to make emergency decisions, plan repairs, observe, and monitor contract work for the agency.
- Must be able to research and resolve problems related to facilities and transportation operations.
- Attends and participates in staff meetings as requested.
- Attend training sessions as appropriate, including out of town.
- Responsible for recording dates and topics of all training received.
- Follow agency, HS performance standards, state, and local regulations when securing bids and implementing repairs.
- Work from and track work orders supplied by Center Managers and management staff.
- Prioritize work order based on needs and timelines required.
- Procure work orders outside of scope of abilities and track progress on procurements.
- Comply with Davis Bacon regulations.
- Ensure the agency sites are insect and rodent free.
- Maintain Preventive Maintenance Plan.
- Oversee building and outside ground maintenance operations.

- Assist employees with space utilization, coordination of office moves, refurbishing, and vendor management.
- Assist with training Head Start staff annually on bus safety, driving safety, distracted drivers, and building maintenance.
- Track and monitor vehicle maintenance requirements for 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.
- Communicate with supervisor regarding program issues.
- Responsible for building, grounds, and reporting repairs to the Center Operations Officer.
- Responsible for keeping an up-to-date inventory for their assigned items.
- Submits purchase requests within prescribed budget limitations.
- Maintains an orderly physical environment conducive to the optional growth and development of children.
- Assumes responsibility for the equipment and materials
- Ensure compliance with Head Start Performance Standards and Childcare Regulations.
- Ensure safety incidents are promptly reported.
- Enters Ongoing Monitoring Tools in the database monthly.
- Assist with Self-Assessment and Community Assessment as needed.
- Regular work hours are 7:30 a.m. until 3:30 p.m. Any schedule variation must be approved by the supervisor.

## OTHER DUTIES AND RESPONSIBILITIES

- Performs any other assigned tasks relevant to the effective operating of the program or other tasks assigned by the supervisor.

## AGENCY REQUIREMENTS

1. Appearance: Maintain professional appearance and hygiene.
2. Reliability: Dependable in carrying out responsibilities.
3. Safety: Adheres to safe regulations and policies.
4. Punctuality: Adheres to scheduled work hours.
5. Compliance: Comply with Performance Standards, Childcare Regulations, and agency policies and procedures.
6. Driver's License: 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.
7. Professionally represent Tri-County Community Action, Inc. in all situations.
8. Maintain confidentiality of all information.
9. Maintain building security.
10. Assist with all safety and supervision of EHS/HS children

## EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- A high school diploma (GED) or equivalent required.
- At least 2 years of experience in construction, fleet management, and/or building maintenance.

- Must be willing to travel.

## **REQUIRED SKILLS/ABILITIES**

Language Skills: Excellent oral and written communication skills. Excellent interpersonal skills and successful experience working in teams.

Reasoning Ability: Problem-solving and working independently.

Physical Demands: Must be able to lift 50 lbs., may also require climbing, bending and stooping. This individual performs work inside agency buildings and/or office environments. The setting requires verbal and face-to-face contact with the community, parents, children, and other staff members.

Other Skills/Abilities: Computer skills are required. Utilizes knowledge of various software programs to operate a computer in an effective and efficient manner.

## **PERSONAL QUALITIES**

-Have the ability to conduct oneself in a manner that relates to TCCA Policies and Procedures both on and off the job.

-Follows the four agency Behavior Competencies: Integrity, Teamwork, Professionalism, and Compassion.

## **SUPERVISORY DUTIES**

None

## **DISCLAIMER STATEMENT**

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

All TCCA employees are at-will employees. Because your assignment is funded by grants, federal funding, and/or special funding, your continued employment is expressly conditioned on the availability of funding for the position. If funding becomes unavailable due to loss of state/federal funding or due to the financial constraints of TCCA, your position is subject to immediate termination.

## **EMPLOYEE ACKNOWLEDGMENT**

I have read and understand this job description. I certify that I am capable of fulfilling the requirements outlined in this job description and have received a copy of this document.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_