



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Facilities Coordinator
LOCATION: Head Start Centers and Administrative Office
SUPERVISOR: Head Start Director
WORKING HOURS: Monday - Friday, 7:30 a.m. to 4:30 p.m. (Typically)

JOB OVERVIEW:

The Facilities Coordinator is responsible for the routine monitoring, maintenance, and upkeep of facilities, furniture, equipment, and grounds at all Head Start centers. This position ensures compliance with Federal, State, and local requirements and supports the organization's School Readiness efforts.

DUTIES AND RESPONSIBILITIES:

- Perform maintenance of facilities, playgrounds, lawns, and equipment to meet Head Start and Childcare Licensing Requirements.
- Transport supplies, materials, and equipment between centers.
- Conduct renovation activities, manage routine inspections, and ensure safety compliance across all centers.
- Assist with setting up centers, including unpacking and arranging equipment for training sessions and workshops.
- Perform detailed maintenance tasks such as carpet cleaning, window washing, and floor care.
- Oversee the maintenance of bus transportation, including minor repairs and regular checks to ensure compliance with environmental health and safety standards.
- Attend staff meetings and training workshops to stay updated on program changes.
- Ensure all necessary documentation and reports are completed, filed, and submitted as required.
- Provide emergency facilities support as needed.

- Act as an alternate Bus Driver and conduct annual fire extinguisher inspections.

EDUCATION AND EXPERIENCE:

Associate degree preferred or at least one year of experience in maintenance work.

DESIRABLE SKILLS AND QUALIFICATIONS:

- Possession of an NC Commercial License and bus driver certification.

Signature _____ Date _____

Updated 7/2024