

POSITION DESCRIPTION

JOB TITLE: Transportation/Facilities Manager

SALARY RANGE: 10

REPORTS DIRECTLY TO:
Head Start Director

WORK STATION:

SUPERVISES:
Maintenance & Transportation Supervisors

GENERAL DESCRIPTION:

The Transportation/Facilities Manager is responsible for the oversight of the Transportation/Maintenance Supervisors and their coordination of the safety and maintenance of the Head Start and agency transportation services and agency facility maintenance services. The Transportation/Facilities Manager is also responsible for providing information and staff support to the Policy Council.

SPECIFIC RESPONSIBILITIES:

1. Responsible for achieving the goals of the transportation components and providing safe, timely transportation for Head Start participants.
2. Responsible for oversight of the Transportation Supervisors, assisting with planning, implementing, coordinating and monitoring the transportation services for the Head Start program.
3. Responsible for ensuring that the buildings are properly maintained and in compliance with safety regulations.
4. Ensure that all records are maintained on each agency facility and submitted to the Central Office.
5. Establish and maintain effective working relationships with the Head Start component managers and the required program activities.
6. Assist in recruiting, interviewing and making recommendations for hiring competent staff.
7. Ensure that pre- and in-service training is provided to all personnel.
8. Participate in Head Start training and career development activities.
9. Participate in the Head Start public information program by relating the purpose and goals of the program to parents, staff, and the general community and undertaking other public information activities as assigned.
10. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Will contact the Professional Development Specialist immediately if suspect abuse or neglect of any child.
11. Perform additional related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of a high school diploma or equivalent.
2. Knowledge of all applicable school bus safety regulations and procedures.

3. Knowledge of applicable state and federal laws governing transportation of children.
 4. Knowledge of basic vehicle preventive maintenance.
 5. Demographic and geographic knowledge of communities.
 6. Ability to speak effectively in public.
 7. Obtain initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
 8. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.
 9. Ability to keep accurate records.
 10. Knowledge of all applicable building codes, safety regulations and procedures.
 11. Knowledge of applicable state and federal laws governing licensed child care facilities, including fire/safety and sanitation.
 12. Knowledge of basic building maintenance such as structure, electrical, and plumbing repairs.
 13. Knowledge of the purpose, goals, and objectives of the Head Start Program, including Head Start Program Performance Standards
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I accept the duties and responsibilities as outlined in this position description. This position is exempt from the overtime provision of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation