

POSITION DESCRIPTION

JOB TITLE: Transportation/Maintenance Supervisor

SALARY RANGE: 7

REPORTS DIRECTLY TO:
Transportation/Facilities Manager

WORK STATION:

SUPERVISES:
CDL drivers, vehicle maintenance

GENERAL DESCRIPTION:

The Transportation/Maintenance Supervisor is responsible for the coordination of the transportation and facilities maintenance services within the Head Start/Early Head Start program.

SPECIFIC RESPONSIBILITIES:

1. Responsible for achieving the goals of the transportation component and providing safe, timely transportation for Head Start participants.
2. Responsible for planning, implementing, coordinating and monitoring the transportation and vehicle maintenance services for the Head Start program.
3. Establish and maintain effective working relationships with the other Head Start component program activities.
4. Assist in recruiting, interviewing and making recommendations for hiring component staff.
5. Ensure that pre- and in-service training is provided to all personnel.
6. Ensure that all CDL drivers and other transportation staff are oriented and trained in order to obtain their CDL license and provide safe transportation services in a timely manner after being hired.
7. Participate in Head Start training and career development activities.
8. Responsible for ensuring that the buildings are properly maintained and in compliance with all safety regulations.
9. Responsible for purchasing the necessary maintenance materials and supplies.
10. Make repairs to the buildings during the months the Head Start/Early Head Start program is in session.
11. During times classrooms are not in session, ensure complete inspection and required maintenance.
12. Ensure that all records are maintained on each agency facility and vehicle and submitted to the Central Office.
13. Ensure that buildings meet all state child care regulations and federal performance standards.
14. Perform additional related duties as assigned by supervisor.
15. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Will contact the Education Manager immediately if suspect abuse or neglect of any child.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of high school diploma or equivalent.
2. Knowledge of the purpose, goals, and objectives of the Head Start Program, including Head Start Program Performance Standards.
3. Knowledge of all applicable school bus safety regulations and procedures.
4. Knowledge of applicable state and federal laws governing transportation of children.
5. Knowledge of basic vehicle preventive maintenance.
6. Knowledge of basic building preventive maintenance such as structure, electrical and plumbing repairs.
7. Demographic and geographic knowledge of communities.
8. Obtain a CDL class C driver license with school bus endorsement within 6 months of hire.
9. Ability to drive buses when drivers are out when needed.
10. Knowledge of all applicable building codes, safety regulations and procedures.
11. Knowledge of applicable state and federal laws for licensed day care facilities, including fire/safety and sanitation.
12. Knowledge of basic building preventive maintenance such as structure, electrical, and plumbing repairs.
13. Knowledge of applicable state and federal laws governing facilities for licensed child care facilities, including fire/safety and sanitation.
14. Knowledge of basic building maintenance such as structure, electrical and plumbing.
15. 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.
16. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.
17. Knowledge of agency purchasing policies such as obtaining bids/quotes, prior approval of purchases, and obtaining requisitions/PO prior to purchase.
18. Maintain accurate records of purchases, materials and supplies.

I accept the duties and responsibilities as outlined in this position description. This position is non-exempt from the overtime provision of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation