

Missouri Ozarks Community Action, Inc
Job Description - Director of Facilities, Transportation, and Culture/Diversity

Job Title: Director of Facilities, Transportation, and Culture/Diversity

Department: Head Start

Reports To: Head Start Program Director

Salary Level: Grade 6

FLSA Status: Non-Exempt

SUMMARY:

To coordinate the functions of the transportation department: create routes, hire & supervise the Bus Supervisor, and the Head Start Maintenance man, order busses and equipment, set and monitor policy, manage budget, coordinate routine maintenance, maintain related records, and ensure compliance with Head Start Performance Standards and regulations and those other regulatory entities.

To oversee routine and/or emergency repairs and maintenance of facilities, grounds, equipment, remodels and installations. Provide support services such as transporting materials/furnishings related to staffing changes, relocations and expansion of facilities.

To coordinate, facilitate and/or accomplish special projects as they arise.

To coordinate the functions of Culture/Diversity: Hire & supervise the Interpreter.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Organizational Planning

- Participate in annual budget planning and strategic planning processes.
- Attend and present to state, regional, and national Head Start conferences and workshops.
- Meet with management and staff, determine needs, program, and provide training and support.
- Supervise the hiring, training, and the evaluation of the performance of bus drivers.
- Supervise the hiring, training, and the evaluation of the performance of the Interpreter.
- Ensure drivers are trained, licensed, tested and certified as required by law to drive agency vehicles.
- Facilitate regular staff meetings and problem solving sessions.
- Collaborate with Area Supervisors, staff and families regarding driver performance.
- Supervise design, provide and routinely assess driving, safety and other related training.
- Maintain and update policies, procedures and handbooks per Federal/State regulations and agency directives and guidelines.
- Coordinate and delegate repair and maintenance of buildings, storage facilities and equipment program wide.
- Coordinate and delegate remodels, refurbishing and repair of interior office spaces, classrooms and storage units.
- Coordinate and delegate moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
- Coordinate and delegate routine maintenance of all heating and ventilation systems.
- Coordinate and delegate minor plumbing and electrical repairs and maintenance.
- Coordinate and delegate monitoring of site interiors for safety hazards.
- Coordinate and delegate routine inspections of outdoor areas to insure areas are free of safety hazards, trash, weeds and other foreign materials.

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- Coordinate and delegate regular maintenance and upkeep of outside areas, including lawns, landscaped beds, play grounds and parking lots, to include weeding, mowing, landscape bark application, trash and litter removal and whatever else is required to keep areas clean and neat.
- Coordinate and delegate repair, maintenance, upkeep, moving & transport of playground structures.
- Insure that safety and health procedures are followed as directed by Head Start Performance Standards, Missouri Licensing and other applicable regulations ensuring the safety and well-being of the children and staff.

2. Training / Communication / Documentation

- Provide and document on-going formal and informal computer training to Head Start staff.
- Participate in regular discussions, both in person and by telephone and electronic mail, with regional managers, consultants, administrators, and other staff.
- Develop written documentation for software applications and procedures.
- Supervise and maintain accurate records/documentation of training, licensing, testing, physicals, driving records etc.
- Follow up with Dept. of Education, DMV and insurance carriers in the event of agency vehicle accidents.
- Maintain records of phone calls, gas and oil expenditures, and routine maintenance in accordance with maintenance contract.
- Assessing transportation and training needs: evaluating requests for service and current expertise levels of drivers, and creating plans to assure that both adequate transportation and qualified drivers are available to meet current needs.
- Review routes: identifying the most efficient routes and arranging for ample staffing to meet the transportation needs of children and families.
- Supervision of bus supervisor.

3. Maintenance

- Approve routine & emergency repairs & maintenance of all agency vehicles.
- Arrange for back-up vehicles when necessary.
- Ensure daily, monthly, and annual inspections of agency vehicles occur.
- Supervision of maintenance man.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Teaching staff must be acquainted with goals and philosophies of Head Start, as well as understanding of developmentally appropriate practices. Must maintain confidentiality, disseminating information to others on a need to know basis only. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED:

- Minimum High School Diploma or GED, Associates or Bachelors Degree.
- Knowledge of Head Start systems.
- Experience with pre-school children, including at-risk, special needs, gifted, and culturally diverse populations.

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- Ability to coordinate efficient routes with service and educational schedules.
- Strong oral/written communication and training skills.
- A minimum of two years experience managing and supporting systems and staff in a Head Start environment.

PHYSICAL/MENTAL ABILITIES AND PROCESSES

- Excellent diagnostic, troubleshooting, and problem solving skills.
- Understanding of Early Childhood Education and age-appropriate behaviors of pre-school children.
- Substantial decision making relative to personnel, safety, fiscal, and operations management.
- Significant problem solving to ensure program and system congruence.
- Significant decision making in the recommendation of training and/or referral to training.
- Excellent written and verbal communications skills
- The ability to work well with many individuals and groups of people.
- The ability to develop new skills and knowledge as needed.
- The ability to lift and carry up to 25 pounds for up to 100 yards.
- The ability to regularly to bend, stoop, kneel, and crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Signature of Employee

Date