



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 1

OVERALL PURPOSE:

Ensure that the Program is providing safe internal and external environments for staff, children and families as outlined in Head Start Performance Standards and the Head Start Act. In addition, this position is responsible for overseeing the transportation function and ensuring children are transported safely and in accordance with applicable laws.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. Child Plus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

4. RESPONSIBILITY/ACCOUNTABILITY

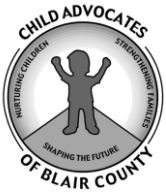
PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 2

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Develop procedures and plans necessary to ensure compliance with Head Start Performance Standards and Head Start Act relating to safe environments.

PERFORMANCE MEASURES:

- ~~Update area of assigned responsibility within the Head Start Service Plan to be submitted to Policy Council on an annual basis~~
- Review policies and procedures within area of responsibility on an annual basis and update if needed.
- Develop and implement systems for ongoing recordkeeping, reporting and monitoring, review annually and update as necessary.

2. Provide supervision to assigned program staff.

PERFORMANCE MEASURES:

- Provide on-going performance feedback to staff and ensure it is documented appropriately in the employee's annual performance appraisal.
- Identify training needs of staff and submit a training request within assigned deadline for possible inclusion into the annual Head Start training plan/budget.

3. Participate in program planning

PERFORMANCE MEASURES:

- Establish an effective written record keeping and monitoring system; provide information as requested.
- Participate in program self-assessment and ensure no non-compliance issues exist.
- Attend all appropriate team meetings and provide information as requested or necessary to make effective decisions.
- ~~Annually update service plan and policies/procedures by September 1st of each year~~
- Assist in achieving program's ~~COI goals~~ **5 Year Goal Plan** as assigned.

4. Oversee the transportation function and ensure students are transported safely and in accordance with applicable laws.

PERFORMANCE MEASURES:

- Meet with drivers monthly to ensure proper communication and problem resolution.
- ~~Review and update all necessary policies, procedures, and handbooks per federal/state regulations and Agency directives and guidelines by September 1~~
- Review and approve established transportation routes to ensure preliminary pick up/drop off times and locations are communicated to parents at least two days prior to the first day of school.
- Track and analyze transportation expenditures.
- Ensure transportation contracts are secured by August 1st.

5. Report safe environment information in a timely manner to the management team and other managers as appropriate.

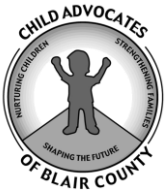
PERFORMANCE MEASURES:

- Analyze safe environment data, identify trends and make recommendations to the management team for corrective action as established
- Report compliance issues, areas needing improvement, emergency situations, imminent safety concerns to management team and other managers as appropriate.
- Provide a written report monthly summarizing Facilities data to the Executive Director for submission to Policy Council **and Board of Directors.**

6. Monitor safe environment procedures and documentation to ensure compliance at each site.

PERFORMANCE MEASURES:

- Ensure sites are monitored in accordance with site review procedures.
- Maintain centralized documentation of all safe environment data.



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 3

- Monitor data from all established checklists on a monthly basis to identify issues.
- Annually review Facilities checklists and update as appropriate.
- Respond to **and/or reset any of the** facilities' fire alarms.
-

7. Promote safe environment practices throughout the program.

PERFORMANCE MEASURES:

- Assures that staff are trained on safe practices as required or needed.
- ~~Maintain certification for the Health and Safety Committee.~~
- Maintain and distribute MSDS information to centers.
- Maintain a centralized file of fire drill and smoke detectors/fire extinguishers/emergency exits/evacuation plans from sites.
- ~~Assures~~ **Assists** that Disaster Recovery Plan is developed and updated.

8. Ensure safe facilities, grounds and equipment.

PERFORMANCE MEASURES:

- Develops a system to ensure proper sanitation and maintenance of facilities.
- Coordinate a work schedule for cleaning; Take steps to ensure facilities are free of toxins, air pollutants and water contaminants.
- Assess facility and equipment needs and establish replacement projection list.
- Perform site analysis and maintain site data - diagrams of room sizes/usable outdoor space.
- Manage program inventory (i.e. playground equipment, etc.) per fiscal policies.

9. Establish contracts with vendors to efficiently use resources in providing safe environments.

PERFORMANCE MEASURES:

- Ensure ~~that six months prior to needing services~~ **needing** a contract is in place with an appropriate vendor. Annual contracts are acceptable.
- Schedule and coordinate repairs to include obtaining bids for facility/grounds maintenance and repairs.
- Follow fiscal policies regarding contracting with outside vendors.
- Verify completion of contracted work and appropriate charges from vendors.

10. Identify reasonable accommodations to ensure accessibility to the program.

PERFORMANCE MEASURES:

- Complete ADA Accessibility checklist and maintain documentation.

11. Oversee facility use supply ordering and distribution.

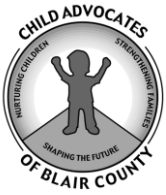
PERFORMANCE MEASURES:

- Establish and implement a facility use supply inventory structure demonstrating fiscal responsibility.
- Monitor monthly use of facility use supplies.
- Assure supply inventory is maintained on computerized data system.
- Obtain bids in accordance with Procurement Procedure.
- Approve supply ordering within budget.
- Develop a schedule to ensure timely distribution of supplies in the most cost effective, least disruptive manner possible and maintain documentation of signed receipts for supplies in accordance with Receiving Signed Verification Procedure

12. Complete appropriate documentation

PERFORMANCE MEASURES:

- Maintain accurate records of licensing, registration, inspection, training, testing, ~~physicals~~, driving records, **CDL DOT medical cards**, etc.
- Follow up with the DMV and insurance carriers within 24 hours of any accident involving agency vehicles
- Comply with State Police requests for inspections of busses annually.



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 4

13. Attend Trainings and Meetings

PERFORMANCE MEASURES:

- Attend all assigned DST meetings and management meetings.
- Obtain at least 10 hours of **any required** training annually.

OTHER DUTIES OF JOB:

1. Perform other ~~related~~ duties as required.
2. **Ensure the management of program data to effectively support the availability, usability, integrity and security of data.**

SUPERVISION RECEIVED:

Supervision is **typically** received from the Executive Director.

SUPERVISION ADMINISTERED:

This position **typically** requires the supervision of the Facilities and Transportation Staff.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to maintain a high level of record keeping/routine paperwork
- Ability to manage multiple projects/tasks
- Ability to work under high pressure for results. Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others
- Work in closely supervised environment

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to use both hands and legs, ability to communicate orally, ability to hear conversation, ability to climb stairs

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk, Ability to sit, use of depth perception, use of color vision, ability to operate truck/motor vehicle

Occasionally Incurred (Less than 25% of time on job)

Ability to lift up to 40 lbs, ability to kneel,

WORKING CONDITIONS TYPICAL OF THIS POSITION:

This position **typically** requires work in a normal office environment. Frequently required to work outside and inside.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

This position **typically** does not require the use of personal protective equipment.

QUALIFICATIONS:

EDUCATION

- High School Diploma or GED and/or AA in ~~Business Management~~
- **Associate degree preferred.**

EXPERIENCE/TRAINING

- ~~Three to five~~ **1 – 2** years related experience/training in transportation
- Three to six months supervisory experience



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 5

LICENSE/CERTIFICATION

- Criminal record, FBI, and Child Abuse clearances ~~Act 34, 83, and 151 Clearances~~
- Valid Driver's License
- Valid auto insurance

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.
- Troubleshoots or takes initiative to solve problems.

VERBAL COMMUNICATION SKILLS

- Use verbal skills to transfer information to large groups and/or influence others.
- Verbally informs employees at all levels within the organization with need to know information
- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipt of information

WRITTEN COMMUNICATION SKILLS

- Review and approve documentation, reports, and records as completed by ~~subordinate~~ support staff.

MATH SKILLS

- Financial management, budgetary responsibility, forecasting/projections, etc.
- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division

COMPUTER KNOWLEDGE

- Database/Contact Management Software
- ~~Financial Software~~
- Internet/E-mail
- ~~Presentation Software~~
- Spreadsheet Software
- Word Processing Software
- ChildPlus

OTHER CHARACTERISTICS

- Ability to followed established confidentiality policy, safety standards, or applicable regulations.
- Knowledge of customer service best practices.
- Ability to use various office equipment, i.e., Computers, copier, fax, ~~shredder~~, printer, etc.
- Knowledge of human resource laws and regulations as they relate to the management of staff.
- Working knowledge of applicable regulations and Agency policies.
- ~~Provide leadership and to support supervisory staff.~~
- Organizational skills.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Manager

DEPARTMENT:
Administration

FLSA STATUS: Non-Exempt
PAGE: 6

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date