



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Facilities and
Transportation Division
Assistant

FLSA STATUS: Non-Exempt
DEPARTMENT: Facilities and
Transportation
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OVERALL PURPOSE:

This position is responsible to ensure the safety of children during transit by maintaining a communication system between the bus and center staff, ensure bus maintenance, and provide administrative support to the Facilities and Transportation Department.

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)
- 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 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.

ESSENTIAL FUNCTIONS: (other duties may be assigned)



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4. Maintain Transportation Department records and databases as needed.

PERFORMANCE MEASURES:

- Complete pick up and drop off location changes.
- File paperwork.
- Maintain emergency form binders.
- Maintain dropped child binder.
- Maintain run sheet binder.
- Maintain GPS records.
- Update and distribute run sheets.
- Enter daily log sheets and file.
- Maintain child information in Child Plus.
- Conduct repairs and inspections on entire fleet.
- Conduct pre-trip inspections are completed daily.
- Ensure buses are kept cleaned.
- Conduct bus evacuation drills.

2. Conduct and maintain communication.

PERFORMANCE MEASURES:

- Ensure completion of all daily bus routes and all children are accounted for.
- Retrieve messages from voicemail immediately.
- Relay messages to bus drivers as needed.
- Make phone calls as required.
- Relay messages to parents as required.
- Sort, count and distribute information to drivers/aides.
- Tally communication and distribute to Case Managers.

3. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all DST meetings as scheduled.
- Attend all assigned trainings/meetings.

4. Perform administrative projects.

PERFORMANCE MEASURES:

- Prepare purchase orders including supporting documentation.

OTHER DUTIES OF JOB:

1. Learn bus routes and provide guidance to substitute bus drivers, bus drivers and bus aides.
2. Perform other duties as required.

SUPERVISION RECEIVED:

Supervision is **typically** received from the Facilities & Transportation Manager.

SUPERVISION ADMINISTERED:

This position typically does require some supervision of Bus Drivers, Bus aides and Facilities Division Assistant.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity

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- Work closely with others
- Work in a closely supervised environment
- Ability to adapt to a constantly changing work environment
- Ability to multi-task

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

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

- Ability to stand, Ability to walk, Ability to sit, Ability to lift up to 40 lbs., Ability to carry up to 40 lbs., Ability to kneel, Ability to crawl, Reaching at high or low level, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Ability to climb stairs, Ability to balance, Ability to use legs/arms to climb, Ability to stoop, Repetitive twisting or pressure involving wrists or hands, Ability to repeatedly bend, Specific visual requirements.

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

- Ability to lift up to 65 lbs., Ability for rapid mental/muscular coordination simultaneously.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

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

- Work outside and inside, Contact with children.

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

- Exposure to cleaning chemicals.

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

- Work outside, Work in cold below 55 degrees, Work with hands in water, Work alone, Exposure to blood and bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

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

- Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION

- High School Diploma or General Education Degree (GED)

EXPERIENCE/TRAINING

- One to two years related experience/training working with children.

LICENSE/CERTIFICATION

- Act 34, 83, 151 Clearances
- Valid First Aid/CPR Certification
- Valid auto insurance

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Troubleshoots or takes initiative to solve problems.

COMMUNICATION SKILLS

- Clearly and consistently verbally communicates priorities.
- Provides well-organized and clearly written information.
- Communication with drivers utilizing the two-way communication system.



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- Communication over the phone.

COMPUTER KNOWLEDGE

- Basic computer knowledge including internet and email
- ChildPlus
- GPS

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- Ability to follow established confidentiality policy.
- Ability to follow established safety standards.
- Ability to use various office equipment, i.e., computers, copier, fax, printer, etc.
- Strong interpersonal skills.
- Working knowledge of applicable Facility and Transportation and Program regulations.

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.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date