

Highland Rim Economic Corporation/Head Start

Head Start Facilities Assistant

Reports to: Facilities Manager

Policy Council Approval: 10/25/11

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Assist with maintenance of all offices, centers, and playgrounds in a timely manner.
- Perform annual facility inspections.
- Perform annual playground inspections.
- Provide training on basic maintenance methods, safety regulations and transportation to other employees as deemed appropriate.
- Move furniture and equipment as assigned.
- Obtain and analyze cost estimates for accuracy and reasonableness as needed.
- Effectively communicate with the Facilities Manager on progress of scheduled maintenance, emergency maintenance, materials received, and ongoing projects.
- Attend all meetings and work related trainings.
- Assist in preparing meeting spaces as assigned.
- Ensure an accurate inventory is maintained on equipment, tools, and supplies.
- Ensure all work performed meets the state requirements and Head Start Performance Standards.
- Ensures fences are adequate to separate play areas from traffic and other dangers.
- Ensure all outdoor play areas are secure to the extent that children may not leave the premises.
- Ensures facilities comply with ADA (Americans with Disabilities Act).
- Ensures year round maintenance to include weed eating, lawn mowing, weeding flowerbeds etc., for all Head Start facilities.
- Completes quarterly HVAC coil cleanings and filter changes on the HVAC units and maintains records.
- Ensures clean and attractive facilities.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications/Requirements: Facilities Assistant

- High School Diploma or GED.
- Knowledge in basic carpentry, plumbing and HVAC.
- Possession of a valid Tennessee Commercial Driver's license and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

Knowledge or Skills:

- Competent in using basic hand tools and power tools.
- Knowledgeable of basic electricity, plumbing, carpentry and HVAC.
- Familiar with Tennessee State Fire Marshall codes and Child Care Licensing requirements.
- Understanding of the ITERS and ECERS guidelines.
- Excellent computer, verbal and written skills.
- Familiar with assigned geographical area and knowledge of community resources
- Organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- Must be able to cope with indoor and outdoor environments.
- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift up to one hundred pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Operate large floor and maintenance equipment and use chemicals, paint, and other maintenance and cleaning materials.
- The physical demands described above are representative of these that must be met to successfully perform the essential functions of this job.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.