

Highland Rim Economic Corporation/Head Start

Head Start Facilities Manager

Reports to: Director

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.
- Ensure all facilities are in compliance with Tennessee State Child Care licensing requirements, Head Start Performance Standards, State Fire Marshall requirements and state and local fire codes.
- Ensure playgrounds are safe and play structures are sound by initiating a yearly playground inspection.
- Develop and implement plans and procedures for the Facilities, Maintenance and Transportation content areas to ensure the program is in compliance with all applicable Head Start, Federal and State regulations.
- Assist in preparing estimates for all facility improvements by hiring licensed contractors.
- Ensures all contractual agreements for transportation, facilities, playgrounds and parking lots are approved and signed by the appropriate parties.
- Ensure checklist according to Performance Standards and Office of Head Start are completed on all purchased vehicles, construction and renovation.
- Assist in budget and grant preparations by providing necessary estimates on facilities, playgrounds and transportation.
- Execute or supervise construction projects needed for repairs, remodeling and expansion of interior space, exterior space, storage facilities, parking lots and playgrounds.
- Coordinate procurement process, assure bonding and workers compensation coverage for contractors, and supervise contractors and volunteer labor.
- Ensure compliance.
- Attend to the environmental impact of any chemical or expansion project on Head Start grounds and contiguous properties.
- Monitor and maintain records of facilities and playgrounds.
- Develops and coordinates a maintenance schedule for all agency vehicles including busses.
- Ensures all transportation services are provided in a safe and efficient manner for Head Start children and parents according to state and federal regulations.
- Ensures all drivers are up-to-date with inspections, licenses, health requirements and insurance as needed.
- Monitor and track in-kind contributions for the program.
- Monitors and tracks pre-employment and random drug test of all staff.
- Monitors and tracks all staff Day Care Licensure and Department of Transportation physicals.
- Attend all assigned meetings/trainings.

- 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.
- Perform related duties as required.

Qualifications/Requirements: Facilities Manager

- Bachelor degree in a related field.
- Five (5) years experience in construction or maintenance related fields.
- Ability to read and understand blueprints, floor plans and building diagrams.
- A minimum of 3-5 years experience in management and related training.
- Ability to analyze information and statistics, and write summary reports.
- 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 screenings.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

Knowledge or Skills:

- Ability to determine and prioritize workload while being flexible.
- Significant decision making and problem solving skills.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize and delegate responsibility.
- Ability to supervise and provide leadership.
- Ability to work with individuals with a wide range of experiences and ethnic and cultural backgrounds.
- Possesses negotiation and mediation skills.
- Ability to focus on organizational detail while maintaining a bigger picture vision.
- Ability to exercise independent judgment and standards to meet variations in assigned objectives.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Ability to focus on both content areas and the management level issues.
- Adheres to professional ethics and standards.

Working Conditions:

- 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 and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.