

	<p>HEAD START OF YAMHILL COUNTY 1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128 POSITION DESCRIPTION</p>
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Revision Date: 08/15/2017	Position Number: HSYC-15-10-FACILITIES
Position Title: Facilities Supervisor	Pay / Category: TBD, 20 hours per week with full benefits
Reports to [Job Title & Division/Department]: Executive Director	Positions Supervised: Facilities/Custodial/Pest Management

GENERAL DESCRIPTION:

Provide oversight and coordination of maintenance and custodial services to all Head Start classrooms, buildings, parking lots, yards, and playgrounds.

ESSENTIAL JOB DUTIES:

1. Oversee and coordinate the maintenance and custodial services to all Head Start classrooms, buildings, parking lots, yards, and playgrounds in a responsible and timely manner making safety and compliance to all regulations a priority.
2. Plan and implement a yearly maintenance timeline including, but not limited to, the above mentioned items.
3. Oversee and coordinate maintenance and repairs to all Head Start facilities', fleet vehicles and power equipment (lawn tractor, van, trucks, power tools, kitchen sanitizers, etc.).
4. Maintain (document) complete and accurate information and records concerning all buildings and equipment.
5. Oversee and coordinate the Pest Management program at all centers following HSYC Pest Management Plan, utilizing recommendations and requirements of Oregon Department of Education. This includes completing the Annual HSYC Pest Management Report for review of the Board of Directors.
6. Oversee and coordinate quarterly inspection of heating & ventilation systems.
7. Oversee and coordinate yearly inspections of: backflow systems; security and fire systems; Fire Marshall inspections; YC Public Health Sanitation inspections; winterization processes; etc.
8. Serve as the first responder and primary contact to security contractor and Fire Marshall, working with center staff, HR, and Safety Committee to ensure all related policies, procedures, and protocols are user-friendly, updated, implemented with fidelity, and in

effect at all times.

9. Solicit, secure, and supervise (sub- and) contractor services for specialty projects as needed following HSYC Contracting procedures as detailed in HSYC Fiscal Policies & Procedures

MINIMUM QUALIFICATIONS:

1. Maintain confidentiality and exercise sound judgment concerning privileged information.
2. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.
3. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
4. Demonstrate positive guidance techniques with children at all times and model those techniques for families.
5. Able to work effectively at a team member and individually.
6. Computer literate.
7. Reliable transportation

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Possess a high school diploma or GED.
2. 2 years experience in facilities management work.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
3. Ability to participate in effective conflict resolution practices.
4. Represent the organization to the public in a professional manner.
5. Ability to read, speak, and write with proficiency in English language.
6. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources training.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the CPR/1st Aid Certification within 90 days of hire.
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
8. Willingness to complete a minimum of 15 clock hours of professional development training, per year.
9. Valid Oregon driver's license & vehicle insurance, as required by state law.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ADDITIONAL JOB DUTIES:

1. Assure/ provide oversight that the centers are supplied with necessary supplies and materials and assume responsibility for use of space, materials, and equipment.
2. Assure that resources are used effectively.
3. Work with Executive Director and Finance Office to develop and monitor Facilities budget, utilizing federal and grant funds responsibly and according to HSYC Policies & Procedures.
4. Fill in for staff supervised during absences to assure HSYC buildings and property are cleaned and maintained on a daily basis.
5. Attend all required meetings, trainings and activities, including Safety Committee, as required.
6. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Supervise any maintenance/custodial type positions.

- 2. Supervise and lead temporary help.
- 3. Participate in training and evaluating Volunteers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to bend; stoop; crawl; stand; drive; and lift on a regular basis.

- 1. Ability to lift and move heavy objects in excess of 80 pounds with assistance.

MENTAL DEMANDS:

- 1. Job requires mental alertness.
- 2. Ability to work under stress and be flexible.
- 3. Ability to anticipate possible crisis situations and deal with them effectively.
- 4. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment characteristics may include:

- 1. Exposure to indoor environments and outside weather conditions.
- 2. Driving in all conditions (when safe).
- 3. Exposure to chemicals and fumes.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.