



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMINNVILLE, OR 97128
POSITION DESCRIPTION

Creation Date: 08/15/2017	Position Number: HYSC-12-05-Fac Spec	FLSA Status: Non-Exempt
Position Title: Facilities Specialist	Pay Range: TBD	F/T with benefits
Reports to [Job Title & Division/Department]: Facilities Supervisor	Positions Supervised: None	

GENERAL DESCRIPTION:

Provide maintenance and custodial services to all Head Start classrooms, buildings, parking lots, yards, and playgrounds. Provide minor bus maintenance to all Head Start buses (in a safe manner).

ESSENTIAL JOB DUTIES:

1. Provide full custodial services to all Head Start classrooms, buildings, parking lots, yards, and playgrounds.
2. Participate in providing a safe, clean and healthy environment, on a daily basis.
3. Plan a yearly maintenance/custodial timeline including but not limited to the above mentioned items.
4. Keep complete and accurate information concerning all buildings, including security system information.
5. Coordinate quarterly inspection of heating systems.
6. Coordinate yearly inspections of security and fire systems.
7. Provide minor bus maintenance in a responsible and timely manner making safety a priority.

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. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers.

4. 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.
5. Demonstrate the ability to work independently and as part of team.
6. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
7. Computer literate with abilities in Word, Excel, E-mail and internet searches.
8. Reliable transportation

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Possess a high school diploma or GED

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 trainings.
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 participate in 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. Aid in assuring that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials, and equipment.
2. Aid in assuring that resources are used effectively.
3. Attend all required staff meetings, trainings and activities.
4. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Assume supervisory responsibilities when immediate supervisor is not capable of doing so.
2. Supervise and lead your 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; shovel; and weed eat 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 anticipate possible crisis situations and deal with them effectively
3. 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.