



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

Revision Date: 7/28/2022	Position Number: HSYC-15-10-FACILITIES
Position Title: Facilities Supervisor	Pay / Category: \$21.56 Fulltime with Benefits
Reports to [Job Title & Division/Department]: Executive Director	Positions Supervised: Facilities Specialist

GENERAL DESCRIPTION: In a safe manner ensure all aspects, including oversight and coordination, of maintenance to all Head Start classrooms, buildings, parking lots, yards, and playgrounds.

ESSENTIAL JOB DUTIES:

1. Participate in providing a safe, clean, and healthful environment on a daily basis.
2. Complete, oversee and coordinate maintenance 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.
3. Plan and implement a yearly maintenance timeline including, but not limited to, the above mentioned items.
4. Complete, oversee and coordinate maintenance and repairs to all Head Start facilities' fleet vehicles and power equipment (van, trucks, power tools, kitchen sanitizers, etc.).
5. Keep complete and accurate information and records concerning all buildings and equipment.
6. Complete, 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; and the like.
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. Attend staff meetings and activities, including Safety Committee, as required.
10. Complete, oversee and coordinate Pest Management program at all centers following HSYC Integrated 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.
11. Solicit, secure, and supervise (sub- and) contractor services for specialty projects as needed following HSYC Contracting procedures as detailed in HSYC Fiscal Policies & Procedures.

12. Demonstrate ability to work as a team member.
13. Other tasks as assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. Possess a high school diploma or GED
2. Strong knowledge and experience with: facility and equipment maintenance and repairs; proper use of power tools; Integrated Pest Management principles; safety on the job.
3. Experience working with codes and regulations, including inspectors, preferred.
4. Experience working with contractors, sub-contractors, and facilities employees preferred.
5. Experience with budgeting and coding receipts, preferred

MINIMUM QUALIFICATIONS:

1. Knowledge of federal, state, and local regulations regarding facilities maintenance, repairs, and safety, and possess the ability to apply them to ensure compliance at all times.
2. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
3. Possess budget preparation skills.
4. Ability to handle highly stressful and sensitive situations in a professional manner while maintain confidentiality.
5. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.
6. 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.
7. Ability to exercise tact and discretion in all employee interactions, while promoting an enthusiastic, energetic, compassionate, sensitive and respectful personality.
8. Demonstrate ability to use positive guidance techniques (PBIS) co-workers.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially

with co-workers, funders, vendors, governing body members, and the public who come from a variety of backgrounds.

2. Keep the Director apprised of the organization's facilities' status.
3. Must be able to communicate with peers, Administrative Team, Center staff, and contractors to relay important information quickly and effectively.
4. Promote consistent exchange of information and a cooperative environment.
5. Represent the organization to the public in a professional manner.
6. Bilingual/ Bi-literate English/Spanish, preferred.
7. Ability to participate in effective conflict resolution practices.

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. Vaccination against COVID-19 is required prior to and throughout employment. Exemption opportunities with regular, weekly testing are an alternative.
5. Complete the Head Start 101 and Human Resources trainings.
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 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 vehicle insurance (if you hold a driver's license), as required by state law.
10. Valid Oregon Pest Management Certification required for oversight of Head Start facilities.

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.

ADMINISTRATIVE TEAM MEMBER RESPONSIBILITIES:

1. Maintains program staff performance results by:
 - Participating in regularly scheduled Supervision with staff.
 - Providing supportive staff performance reviews.
 - Ensuring program effectiveness through employee performance and professional development plans.
 - Planning, monitoring, and appraising job results.
 - Implementing staff disciplinary action in accordance with agency policy and procedures.
 - Reviewing and authorize staff time, spending, and mileage records to ensure compliance with agency policies and procedures, and in regards to wage and hour laws and regulations.

2. Ensures the hire of qualified staff by:
 - Participating in agency hiring process and procedures.
 - Providing orientation and training to new staff.

3. Advocates for Head Start by:
 - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
 - Positively representing the program to outside organizations.

4. Contributes to a team effort by:
 - Being a participant on the HSYC Administrative Team.
 - Completing and submitting monthly reports.
 - Meeting with the Executive Director as required (minimum weekly on a regular basis) and assisting in planning.
 - Participating in the development of collaborations and facility development for future expansion of families and/or services.
 - Participating in the coordination of Program Self- Assessment and follow-up planning for improvement.
 - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.

5. Maintains professional and technical knowledge and practices by:
 - Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
 - Keeping current on local, state, and federal regulations and accepted best practices.

6. Maintains confidentiality and protects agency operations by:
 - Keeping information confidential.

ADDITIONAL JOB DUTIES:

1. Perform other duties as requested.

SUPERVISORY RESPONSIBILITIES:

1. Supervise Facilities Specialist/ Janitor- Pest Management Coordinator.
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, on a regular basis:

1. Lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Determining and prioritizing the work load.
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. While performing the duties of the job, the employee is frequently required to:

1. Be exposed to inside and/or outside weather conditions.
2. Drive in all conditions.
3. Work within a team environment.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start's 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.