PROPOSED

ORGANIZED COMMUNITY ACTION PROGRAM, INC
HEAD START & EARLY HEAD START

FACILITIES & SAFETY COORDINATOR

Supervisor: Head Start Early Head Start Director
Status: Non Exempt
Terms of Employment: Regular Full-Time

SUPERVISORY CONTROL:
Works under the direct supervision of the Head Start Early Head Start Director. Work involves providing maintenance to all Head Start/ Early Head Start facilities, which requires independent judgment and decisions regarding the methods and process by which support is provided. Work requires direct contact with personnel at all levels and a thorough knowledge of the functions of each level.

ESSENTIAL RESPONSIBILITIES:

1. General Building Maintenance
    a. Conduct monthly monitoring visits of Head Start/ Early Head Start Facilities.
    b. Ensures major repairs and maintenance are completed as requested.
    c. Assist with bids and quotes for maintenance for facilities.
    d. **Ensure** shampooing carpet, stripping, and waxing floors at the centers **are done** during summer months.
2. Maintain a healthy, safe, and attractive outdoor environment.
    a. Perform routine inspections of outdoor areas to ensure areas are free of safety hazards, trash, weeds, and other debris. To include grass cutting, edging, and trimming.
3. Repair and maintenance of buildings, classrooms, storage facilities, machinery and equipment of Head Start/ Early Head Start.
    a. Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels, and program expansion.
    b. Perform moving, transporting, and installation of bid items for the playground structures.
    c. Ensure Head Start/ Early Head Start furniture and equipment and supplies are maintained, kept clean and stored in a secure location.
    d. Ensure job completion forms are completed and filed.

PERFORMANCE STANDARDS:
Work performance is assessed by the condition of the facilities housing the Head Start/ Early Head Start Programs and the timelines with which needed repairs are made.

DUTIES:

1. Submit Center Weekly reports to the Head Start Early Head Start Director.
2. Manage and access facilities maintenance.
3. Coordinate maintenance with Family Service Specialist I and Support Staff.
4. Contract maintenance with local vendors and follow-up with job completion.
5. Coordinate purchasing with Procurement Clerk/ Head Start Early Head Start Director.
6. Make periodic inspections to assure that facilities are maintained in good condition and in a good state of repair. Complete Facilities & Safety Checklist each month.
7. Makes inspections of facilities to detect unsafe conditions that may be hazardous to the health and well being of those persons using the centers.
8. Monitors the security practices employed at the center to safeguard the premises and furnishings and equipment.
9. Must provide Health and Safety Trainings as needed.
10. Must be able to handle small repairs that do not require Professional Services.
11. Must provide Health and Safety training during Pre/In Service Trainings.
12. Must inspect centers bi-monthly for Health and Safety operation (H/S Checklist).
13. Must inspect or ensure fire extinguishers monthly and keep a log.

QUALIFICATIONS:

1. Must be a high school graduate or have the equivalency of a high school education **with a minimum of five (5) years' experience with basic maintenance repairs.**
2. Must be able to effectively communicate both orally and written.
3. Must be qualified to operate vehicles of various sizes and types and must possess a bonafide and current driver's license.
4. Must be capable of supervising other persons and of organizing the work such persons to obtain optimum.
5. Should have the skills and adeptness necessary to perform minor maintenance repairs.
6. Must be able to pass local, state, and federal criminal checks, and child abuse clearance.
7. Must have the mental and physical ability to perform job duties.
8. Must be knowledgeable and enforceable of OSHA Laws.
9. Current physical examination and TB screen documentation upon hire.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and

taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

NON-DISCRIMINATION POLICY:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

_____ _____

Signature Date

PROPOSED

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Print Name

REVISED MARCH 2021