

Economic Security Corporation Job Description

Job Title: Transportation and Facilities Coordinator
Division: Head Start/Early Head Start
Reports To: Head Start/Early Head Start Director
FLSA Status: Exempt
Revision Date: February 8, 2021
Job Classification: Grade 6

SUMMARY

The Transportation and Facilities Coordinator is responsible for ensuring that the Head Start Division operates a safe and effective transportation program and ensures that agency facilities are developed and maintained in a safe and functional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develops and monitors a comprehensive vehicle maintenance program for Head Start/Early Head Start.
2. Stays current and remains knowledgeable of Missouri vehicle transportation and Head Start regulations regarding transportation services and conducts ongoing Bus Driver and Bus Monitor training for both new and current employees with Commercial Driver's Licenses.
3. Coordinates the purchase of vehicles by assisting in the development of bid requests and review of submitted bids.
4. Develops written policies and procedures for operation of Head Start buses.
5. Conducts random and scheduled bus transportation monitoring visits and provides corrective action plans, if needed.
6. Distributes vehicles and child restraints among Head Start centers so that bus routes are effectively operated.
7. Dispatches replacement buses for vehicles involved in accidents or buses needed for special events.
8. Initiates investigations into causes of vehicle accidents, interviews bus driver/operator to determine responsibility, and takes action on findings or submits reports to management.
9. Reviews monthly bus reports submitted by Drivers to identify problems and inconsistencies, and follows-up with appropriate person(s).
10. Conducts minor vehicle maintenance tasks when needed.
11. Maintains current registration and insurance renewals on agency vehicles.
12. Regularly inspects Head Start and Early Head Start facilities for such factors as cleanliness, safety, and appearance, and takes required actions in order to meet prescribed standards and relays information to division directors as needed.
13. Stays current and remains knowledgeable regarding Head Start and Child Care Licensing regulations as they pertain to facility and playground safety.

14. Coordinates the purchasing of maintenance supplies for agency facilities.
15. Conducts training of personnel to improve services and operational activities related to facility and playground safety, when needed.
16. Assists in writing bid requests for approved renovation projects and tracking progress and cost after project is underway.
17. Maintains effective and efficient tracking systems for both transportation and facilities' expenses, and analyzes results..
18. Collects, compiles, and analyzes information on transportation and facilities services to make data-driven decisions on a regular basis.
19. Obtains high dollar repair estimates for both transportation and facilities to ensure fair market price.
20. Reviews transportation and facilities work orders and coordinates necessary resources to complete projects in a prompt and cost-effective manner.
21. Processes staff, parent, and community complaints related to transportation and facilities and initiates corrective actions designed to improve customer relations and services.
22. Works as a cooperative team member with Area Supervisors and Coordinators and agency staff in the effective integration of all program services.

SUPERVISORY RESPONSIBILITIES

Directly supervises 2-3 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate degree in business from a two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write route reports and correspondence. Ability to speak effectively before groups of customers/clients or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

The Transportation and Facilities Coordinator must maintain a valid Class "C" commercial driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands 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 this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to do moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. The employee must perform manual dexterity sufficient to reach/handle items, works with the fingers, and perceive attributes of objects and materials. 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 an 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.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions, and work near moving mechanical parts. The employee is occasionally required to work in high, precarious places; exposed to fumes or airborne

particles; toxic or caustic chemicals; and risk of electrical shock. The working conditions are outdoors and in an indoor shop environment with adequate ventilations. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name