

**Economic Security Corporation
Job Description**

Job Title: Transportation and Facilities Specialist
Division: Head Start/Early Head Start
Reports To: Transportation and Facilities Coordinator
FLSA Status: Non-exempt
Revision Date: March 4, 2021
Job Classification: Grade 5

SUMMARY

The Transportation and Facilities Specialist is responsible for helping to ensure that the Head Start/Early Head Start Transportation & Facilities Division is compliant with federal, state and local regulations. In addition, this person is responsible for identifying needs and implementing improvements that lead to effective and safe practices in transportation and facilities.

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

1. Responsible for the administration of the program's transportation electronic data system.
2. Conducts on-going monitoring for the health and safety requirements of HS/EHS facilities. Develops Corrective Action Plans and ensures follow-up is completed on all "out of compliance" areas.
3. Reviews monitoring results with staff, area supervisors, T&F Coordinator, and other management staff.
4. Reviews monthly bus reports submitted by Drivers to identify problems and inconsistencies, and follows-up with appropriate person(s).
5. Enters documentation of monitoring in the management system software in a timely fashion.
6. For both Transportation & Facilities; compiles and analyzes monitoring information results and creates reports that identify program strengths and weaknesses. In collaboration with the T&F Coordinator, makes recommendations for training, technical assistance, and program improvements based on data.
7. For both Transportation & Facilities; develops and provides training in collaboration with the T&F Coordinator. Submits training for approval in the Missouri Workshop Calendar and ensures all provided training is submitted for staff to receive clock hours.
8. Writes requisitions, upon request from the T&F Coordinator, and keeps an effective filing system for purchases. Maintains regular communication with Fiscal Office to ensure all bills related to transportation and facilities are paid timely.
9. Maintains current registration and insurance renewals on agency vehicles.
10. Stays current and remains knowledgeable regarding Head Start and Child Care Licensing regulations as they pertain to facility and playground safety and ensures staff is aware of this information.
11. Participates in committee meetings and other groups as necessary or assigned.
12. Works as a cooperative team member with Area Supervisors and Coordinators and agency staff in the effective integration of all program services.
13. Assists with other projects in Transportation & Facilities Department when needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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's degree and 2-years' experience and skills in the areas of reviewing/analyzing/reporting data and effectively training others. Proficiency and computer experience in Microsoft Office applications is required.

LANGUAGE SKILLS

Requires excellent interpersonal and communication skills to ensure collaboration and cooperation among several different groups of staff. Ability to write routine reports and correspondence. Ability to express ideas clearly and concisely, orally and in writing, to speak effectively before local community groups or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to compile and analyze data and make effective recommendations and decisions. Ability to perform independent audits requiring the utmost discretion and tact. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

The Transportation & Facilities Specialist must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

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 this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee will enter data into a computer database for long periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of these 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.

The employee is required to frequently drive to and from Head Start and Early Head Start centers/sites in all weather conditions. The noise level in the work environment is usually moderate. Work is performed within multi-sites. Employee will be exposed to “common” childhood illness, such as colds or flu.

Employee Signature

Date

Employee Name