

**JOB DESCRIPTION**

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| <b>I. POSITION TITLE:</b>                       | <b>Facilities Manager</b>            |
| <b>II. PROGRAM:</b>                             | Head Start Child Development Program |
| <b>III. REPORTS TO:</b>                         | Internal Business Manager            |
| <b>IV. SUPERVISORY RESP:</b>                    | Yes                                  |
| <b>V. FLSA/IWC STATUS:</b>                      | Exempt                               |
| <b>VI. GENERAL DUTIES AND RESPONSIBILITIES:</b> |                                      |
- Responsible for managing the leasing, renovating, equipping, and licensing of all program facilities; negotiating facility contracts; and overseeing building maintenance, janitorial services, and safety/health functions of all facilities. Supervises Maintenance Specialist.

**VII. JOB DUTIES AND RESPONSIBILITIES:**

1. Ensures Performance Standards are met in the area of facilities maintenance.
2. Works with Internal Business Manager to research, locate, and recommend properties available for lease or purchase.
3. Works with Program Director and Internal Business Manager to coordinate issues and solve problems regarding facility/leasing issues.
4. Acts as project manager for construction and renovations.
5. Assists Internal Business Manger in managing the purchase, lease, alteration, maintenance and repair of program facilities.
6. Negotiates new contracts and updates on-going contracts involving program property/buildings and janitorial service.
7. Works with Internal Business Manager to prepare proposal requests for construction and maintenance.
8. Participates in the development and implementation of policies and procedures for the use and /or rental of program facilities.
9. Assists with grant writing as needed for facility projects.
10. Prepares and mails award and regret letters to vendors for proposals, prepares reports, and maintains project records.
11. Conducts final walk-through on all new and renovation projects.
12. Analyzes, reviews and prioritizes requests for repairs, maintenance, large purchases and facility projects. Confers with Internal Business Manager before large purchases are made.
13. Oversees security, health and safety systems and keys for all program buildings.
14. In coordination with the Health Specialist develops and updates HSCDP disaster plans.
15. Conducts quarterly safety checks of all program buildings.
16. Supervises Maintenance Specialist.
17. Responsible for vehicle maintenance & repair.
18. Maintains confidentiality at all times.
19. Attends meetings, trainings, and conferences as necessary.
20. Responsible for generating, collecting and documenting In-Kind.
21. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
22. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
23. Work Habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Able to stay focused on the job
  - Takes pride in creating a good work environment
  - Treats co-workers and clients with respect
  - Represents the agency/program to the community in a positive light
  - Is able to deal with change
  - Dresses appropriately for the job
24. Other duties as assigned

**VIII. JOB QUALIFICATIONS:**

1. Two years of experience in property and/or facility management.
2. Knowledge of local commercial rental markets, legal aspects of real estate leases and rental agreements.

3. Knowledge of and ability to become familiar with child care facility licensing requirements.
4. Experience in analyzing and making sound recommendations on complex data and operations.
5. Experience in preparing clear, concise and comprehensive reports, correspondence and contracts.
6. Strong interpersonal and English communication skills.
7. Experience in managing and prioritizing multiple projects and deadlines and working under pressure.
8. Strong personal initiative, ability to work independently and as part of a team.
9. Experience in exercising independent judgment.
10. Ability to get along with all types of people in non-judgmental manner.
11. Ability to read and interpret documents such as contracts, leasing agreements, legal/safety requirements, operating and maintenance instructions and procedure manuals.
12. Ability to write reports, business correspondence, and procedures manuals.
13. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
14. Ability to add, subtract, multiply and divide in all units of measurements, using whole numbers, fractions, and decimals.
15. Ability to work flexible hours for weekend or evening activities as needed.
16. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
17. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and every four years thereafter.
18. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

**PHYSICAL DEMANDS:** While regularly performing the duties of this job, the employee is regularly required to walk, use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; lift objects/parcels without assistance that routinely weight up to 75 pounds; stoop, kneel and crouch; climb stairs/ladders; talk and hear. Able to lift up to 75 lbs using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car for long periods of time.

**ENVIRONMENTAL DEMANDS:** Work site is currently located on second floor with no wheelchair access, as well as in the community and on building/construction sites. The noise level in the work environment is usually moderate. Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

## **Head Start Facilities Manager- Ukiah**

\$ 16.80/hr, 40 hrs/wk, 12mo/yr

**Paid holidays, vacation & sick leave. Eligible for benefits after full 3-month waiting period**

**Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.**

Applications accepted until **5:00 PM** on **4/27/07**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.

**Minority, disabled, and older individuals are encouraged to apply.**

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements.

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## NOTICE TO NCO HEAD START and EARLY HEAD START JOB APPLICANTS

Applicants hired into the position for which you are applying are required by California Law to have a Criminal Background Clearance or Exemption **BEFORE** working in our Child Care programs. Clearances are obtained by submitting fingerprints to the local authorities for a Criminal Background Check through the California Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and Child Abuse Index. Clearances are then reviewed by the California Department of Social Services (DSS), Community Care Licensing Division.

It generally takes 10 to 14 days after fingerprints are submitted for a Clearance to be issued. The process takes considerably longer if a criminal record is present and a DSS Application for Criminal History Exemption is necessary. (Examples of a criminal record include any felony or misdemeanor including DUI, shoplifting and offenses committed as a juvenile.)

In the event you are offered a job with our program and do not already possess a DOJ/FBI Criminal Background Clearance or Exemption for Child Care Facilities, the job offer is conditional upon your obtaining one. **If Clearance or Exemption is for any reason delayed or denied, the program may need to temporarily or permanently withdraw the job offer.**

If a conditional offer of employment with NCO HSCDP is made to you, further information and paperwork will be provided to begin the Criminal Background Check process. It is important for this process to be completed **as quickly as possible**, so that we can ensure adequate classroom staffing.

Thank you for your interest in NCO, Head Start Child Development Program