

FACILITY SPECIALIST	
REPORTS TO	CFDP Director
DEPARTMENT	Child and Family Development Programs
PROGRAM ASSIGNED	Head Start
LOCATION	Admin & Center Locations
SUPERVISORY	Yes, 1-3
FTE STATUS	100% (12 months of a year)
FLSA STATUS	Non-Exempt
SCHEDULE	M-F, 08:00AM-4:30PM
SALARY RANGE	\$24.78-\$42.39 / Hour

PRIMARY PURPOSE

The Facilities Specialist oversees specific functional duties or programmatic responsibilities associated with facilities maintenance, where specialized expertise is required. The functions include customer service activities, often relating to programs related to building inspection/condition assessment and the recommending of repairs or upgrades of facilities or infrastructures, or providing customer liaison or contact point for service issues; designs, develops and administers various programs, and analyze data, monitor budgets and costs, recommend equipment selections, perform feasibility studies and provide technical expertise in the assigned program areas; participates in strategic planning, creating efficiencies, assuring quality, setting policy or procedures, keeping records, and may engage in providing access to facilities, all while performing within Head Starts Performance Standards and following the agency policies and procedures; supervises assigned employees, which includes planning, prioritizing and scheduling work tasks or action plans, leading teams, providing training, and assuring all aspects of a safe work environment for assigned employees.

The Facilities Specialist is responsible for ensuring that all Head Start facilities are maintained in the best condition possible, ensuring that the quality of appearance, function, efficiency and safety is a priority. This position is responsible for meeting Head Start performance standards and following Community Action Team policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. FACILITIES

- a. Provide support for project development, planning, design, and construction projects; coordinate project schedules with partners in joint use or leased facilities; coordinate temporary utility outages and disruptions including moves of equipment and furniture.
- b. Perform on-site inspections to review building equipment, mechanical and structural layouts, Integrated Pest Management review and preventive maintenance.
- c. Receive, track, and prepare contractor, consultant, or vendor billings for payment; track payment receipts; provide spreadsheets for review of all project costs.
- d. Facilities Specialist will: act as liaison with facilities groups, agency representatives, and owners during system or facility planning, design, construction, or property management projects; negotiate change orders; determine, monitor, navigate budgets and expenditures; plan and coordinate capital projects and groups involved with electrical, mechanical, environmental,

conservation, sustainability, or other facilities-related functions; review plans and specifications and ensure compliance with standards; meet with local building bureau and planning departments; prepare bid and purchasing specifications and assist in contract negotiations; identify, recommend, and assist in resolving contract issues with contractors, consultants, vendors, and others; recommend standards and requirements for matters such as long-range planning, environmental, OSHA, energy conservation, and digital control systems; respond to customer service requests; develop presentation materials; analyze options, and make recommendations.

- e. Ensure facilities meet all Federal, state and local regulations and standards.
- f. Ensure that facilities required to meet agency needs are acquired and maintained.
- g. As requested assist in negotiating leases and contracts for facilities and equipment.
- h. Ensure that all agency facilities are appropriately maintained, repaired and renovated as needed.
- i. Complete facility and playground inspections at all sites annually
- j. Schedule identified repairs and maintenance accordingly.
- k. Establish and maintain a facility maintenance major project and ongoing maintenance log (roofs, gutters, interior/exterior painting, heating and air units, etc.).
- l. Establish and maintain calendar of monthly/yearly maintenance tasks. Assure tasks are completed in a timely manner.
- m. Regularly inspect property for maintenance and safety issues. Maintain reports of inspections, follow up work required/completed and track next inspection due date.
- n. Meet regularly with the Head Start Director to coordinate the maintenance needs of the Agency facilities
- o. Determine work to be done in-house and what to refer to outside sources.
- p. Inspections
- q. Coordinate with Center Managers to Monitor Fire, Safety and other inspections as needed for Facility needs.
- r. Ensure all tools and equipment are accounted for and properly maintained. Maintain an inventory of tools.
- s. Provide Integrated Pest Management (IPM) and IPM Coordinator for all Head Start Facilities.

2. SUPERVISION

- a. Supervise the Maintenance Assistants
 - i. Ensure that maintenance staff are functioning in an organized, efficient and safe manner;
 - ii. Ensure all maintenance tasks are performed in compliance with OSHA regulations;
 - iii. Meet on a weekly basis to determine needs, oversee performance and facilitate communication;
 - iv. Provide training, monitoring, support and assistance.

3. REMODELING/RENOVATIONS, ALTERATIONS AND INSTALLATIONS

- a. Carry out remodeling/renovation, alteration and installation projects
 - i. Prepare sketches and plans for approval;
 - ii. Estimate material and labor costs for remodeling/renovations, alterations and installation projects;
 - iii. Obtain approval as required;

- iv. Follow all Federal, State, local and other Agency regulations
- 4. **CONTRACTOR INTERFACE**
 - a. Determine need for outside contractors and prepare bid specifications
 - i. Ensure that appropriate procedures are followed in obtaining bids/proposals;
 - ii. Meet with contractors/tradesmen;
 - iii. Ensure contractors have current licenses and insurance;
 - iv. Make recommendations for bid awards;
 - v. Follow and monitor prevailing wage compliance.
 - b. Inspect contracted work.
- 5. **MAINTENANCE SKILLS**
 - a. Must have the skills and the ability to perform work in the following areas: HVAC, carpentry, plumbing, painting, concrete, drywall, landscaping and maintenance both inside and outside.
 - b. Complete maintenance tasks in a professional and timely manner.
- 6. **ADA COMPLIANCE**
 - a. Assure completion of checklist on yearly basis.
 - b. Review checklist for compliance and maintain records.
- 7. **INTERACTION WITH CHILDREN, PARENTS, AND CO-WORKERS**
 - a. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents, and co-workers.
 - b. Must use quick, safe reactions and responses in dealing with children or situations that involve children.
- 8. **WORK ENVIRONMENT AND SAFETY**
 - a. Maintain a safe and pleasant work environment.
 - b. Follow safety regulations, policies, and procedures.
 - c. Actively contribute towards promoting a safe workplace/environment.
- 9. Maintain good working relationships with community agencies and individuals.
- 10. Work in a cooperative manner with all staff and program committees to ensure a team approach to the delivery of services to the families and children in Head Start.
- 11. Must maintain a working knowledge and implement program plans, policies and Head Start Program Performance Standards.
- 12. Fulfill requirements as a Mandatory reporter.
- 13. Other duties assigned.

OTHER DUTIES AND RESPONSIBILITIES FACILITY SPECIALIST

- 1. Be a respectful, cooperative, and reliable team member, consistently treating co-workers, families, and community partners with respect and dignity.
- 2. Contribute to the operation of the program by attending and participating in program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
- 3. Support in the evaluation and planning of program goals and plans.
- 4. Maintain professional and collaborative relationships by supporting and implementing position related duties of program contracts, MOU's and interagency agreements.
- 5. Maintain professionalism in dress and manner: Arrive to work on time, ready to work and participate. Meet program timeframes, checking email daily as well as site specific communication systems.
- 6. Ensures and maintains strict confidentiality of all sensitive information.

Code of Conduct:

Perform all work in compliance with program plans, policies, Head Start Program Performance Standards, and CAT Codes of Conduct.

Confidentiality:

Respect and maintain program and client confidentiality policies regarding enrolled children and families, personnel issues, and other program operations as appropriate. Continuously ensure strict confidentiality of all sensitive information encountered while performing the duties of the position.

Training:

In consultation with supervisor, develop professional work goals and development plan, participating in training as requested.

JOB/BEHAVIORAL COMPETENCIES

1. Evidence of organizational skills with attention to detail.
2. Must have dependable transportation and/or valid driver's license and auto insurance.
3. Evidence of ability to work in a cooperative team manner, coordinate directly with members of management, able to follow directions and program rules and policies.
4. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
5. Must be willing and available to work flexible hours, occasional evenings or weekends; also, to include the ability to attend meetings and trainings that may require out-of-town travel and overnight stays.
6. Must have knowledge and skills with computers including Microsoft Office, Adobe, Google Drive, etc.
7. Ability to work with families from a diverse population.
8. Ability to de-escalate situations effectively, and to problem solve efficiently and bring issues to resolution.
9. Ability to return to task quickly despite constant interruptions.
10. Ability to effectively communicate positively, respectfully, sensitively and confidentially in a professional manner with children, families, community partners and co-workers in both verbal and written format.
11. Ability to adhere to program rules and program requirements.
12. Ability to successfully navigate and use a computer.
13. Ability to work directly with members of management and families.

COACHABILITY - JOB DESCRIPTION ESSENTIAL FUNCTION

1. Complete designated job tasks, special projects and all other duties as assigned to meet team, department, and Community Action Team, Inc. goals, while working cooperatively, efficiently, and productively in a team environment.
2. Actively demonstrate high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.

COACHABILITY – JOB DESCRIPTION KNOWLEDGE, SKILLS ABILITIES

1. **Growth Oriented** - Seek out and approach training opportunities with active engagement and curiosity, while learning and exhibiting understanding of Community Action Team, Inc policies, protocols, and performance expectations. Demonstrate initiative to incorporate and implement learning principles from informal and formal training, as well as feedback from leaders and co-workers. Actively pursue professional development opportunities to add value to Community Action Team, Inc, including learning, adopting, and quickly adapting to new techniques and technologies used in the changing utility industry.
2. **Accountable** - Actively demonstrate accountability and responsibility for both work product results and the impact behaviors and decisions may have on the ability of others to do their jobs well. Work cooperatively in a team environment, while consistently demonstrating collaborative, respectful and productive work habits.
3. **Coachable** - Receive, interpret, and implement job-related instruction, guidance, coaching, and training (both formal and informal) while progressively improving skills and overall success in performing assigned duties. When issues of poor performance or negative behaviors are raised, incorporate feedback in a constructive manner that demonstrates understanding of the concern and an ability and willingness to achieve the required consistent and sustained improvement.

Mental Abilities Required:

Ability to multitask; exercise logical judgment, analyze, organize, prioritize and exercise flexibility; excellent interpersonal and communication skills; work as a team member and be self-directed.

Exposure Hazards: Hazardous chemicals, combustible substances, power tools/equipment, electricity, working from heights, high decibel noise levels, work with personal computer, driving a motor vehicle and extreme hot and cold climates.

Working Conditions: Indoor and outdoor office and preschool centers, frequent local travel and occasional out-of-town travel.

EMPLOYMENT CONTINGENT UPON:

Pre-employment health screening as required by Agency and position (may include, but is not limited to: drug screening, occupational health screening and/or functional testing).
Proof of current personal automobile insurance in accordance with agency policy.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Education: Bachelor's degree in Engineering, Architecture, Facilities Management, Construction Management, Business or another related field or equivalent combination of education and experience required.

Certification or Accreditation: Current or previous contractor's license preferred; Acquire and maintain National Playground Safety Institute Playground Inspector Certification (CPI). Acquire and maintain Lead and Asbestos certification.

Experience Requirements: Five years of general and facilities maintenance experience; experience in cost estimation/bids for facilities building, maintenance and repair; prefer three years of experience supervising a Facilities department.

Skill Requirements: Proficient in general carpentry, electrical, plumbing, concrete, drywall, painting and building maintenance; staff supervision experience; proficiency in computer usage and knowledge of Microsoft Office Suite.

Physical Requirements : Ability to lift/carry up to 75 lbs. a distance of 25 feet; push/pull up to 100 lbs. a distance of 25 yards; climb and work from ladders/step stools, ability to work at heights up to 20 feet; operate a variety of hand tools, power tools and grounds/maintenance power equipment; sufficient mobility and range of motion to perform repetitive standing, walking, bending, reaching, squatting or kneeling, twisting and climbing for up to 8 hours per day; operate a motor vehicle; sufficient vision and hearing to perform job duties.

PREFERRED:

Bilingual skills

PHYSICAL DEMAND

☒ Lifting	☐ Pulling	☒ Reaching	☒ Manipulating
☒ Carrying	☐ Pushing	☒ Shoveling	☐ Keying/typing
☐ Other (specify)			

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.		X		
Between 1 & 5 lbs.				X
Between 5 & 25 lbs.				X
Between 25 & 60 lbs.			X	
More than 60 lbs.		X		

☐ Sitting	☒ Standing	☒ Walking
☐ Stooping	☒ Bending	☐ Confined
☐ Other (specify)		

MENTAL OR VISUAL DEMAND

☐	Occasional mental and/or visual attention; the operation/task performed is either close to being automatic or the duties require attention only at long intervals.
☒	Frequent mental and/or visual attention; the flow of work is either intermittent or the process involves intermittent checking or interacting with others.
☐	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor and respond to various situations.
☐	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
☐	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

WORKING CONDITIONS

☒ Dust	☒ Dirt	☒ Heat	☒ Cold
☒ Fumes	☐ Noise	☐ Vibration	☐ Water
☐ Other (specify)			

☐	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
☒	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
☐	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
☐	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
☐	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

ATTENDANCE

1. Typical schedule is Monday-Friday
2. Hours are generally 8:00 AM – 4:30 PM with occasional need for weekend or off-hours support for events, trainings, etc.

SAFETY

Compliance with regular safety guidelines is acceptable.

FLSA STATUS

Non-Exempt

CERTIFICATES/LICENSES

1. Food Handler's
2. Driver license
3. First Aid & CPR – Adult/Children

EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

☐ Executive/Senior Level Managers (1.1)	☐ First/Mid-Level Managers (1.2)	☐ Professional (2)	☐ Technician (3)
☐ Sales (4)	☐ Administrative Support Workers (5)	☐ Craft Worker (6)	☐ Operative (7)
☐ Laborer (8)	☐ Service Worker (9)		

SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>