

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Facilities/Transportation Manager **[SALARY BASE:] Competitive Salary**

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna

[STATUS:] Full Time **[TERM:] Regular**

[CLOSING DATE:] Until filled

[APPLICATION DEADLINE:] 11/29/20

[NUMBER OF OPENINGS:] 2

[JOB TYPE:] Internal/External

[SUMMARY:] Under the direction of the Regional Director is responsible for inspection and evaluation of facilities to ensure compliance with Head Start Performance Standard (HSPS), ADA requirements, state licensing and other local, state and federal building code requirements. Oversee any building repairs, renovation and/or development of new facilities and ensure compliance with Davis Bacon, State licensing and HSPS requirements. Coordinates and administers functions relating to the operations of the transportation program. Responsible for development and implementation of policies, procedures, goals, and objectives relating to facilities and transportation and ensures services supports School Readiness and Parent, Family Community Engagement Framework.

[JOB DUTIES:]

1. Will develop facilities and transportation policies and procedures and monitor the implementation to ensure staff complies with safety rules, federal, state and local regulations governing Facilities and Transportation and active supervision of children including redundancy vehicle checks.
2. Conduct periodic site visits to inspect facilities and transportation, and recommend improvements as necessary, and will ensure that facilities comply with ADA, local, state and federal mandates including facility review and/or assessment/ compliance plan.
3. Responsible for the readiness of the facilities by performing the following: fire, safety, water and sanitation inspections as per local, state and/or federal requirements.
4. Assist in the gathering/compiling and interpretation of relevant data that will be utilized for the completion of the Migrant Head Start Programs community assessment and develops goals/objectives and appropriate planning to meet these needs.
5. Responsible in ensuring operational of facilities, transportation and equipment by assessing the current conditions, initiating repairs or routine maintenance and coordination of fire, safety, water and sanitation inspections as per local, state and/or federal requirements, HVAC service, and servicing refrigerators, gas stoves and any motorized equipment as necessary, and direct activities of staff and /or vendors performing inspections, maintenance or repairs to equipment, vehicles, and facilities.
6. Develop procedural manuals, form instructions, contracts record keeping and reporting systems for transportation and facilities in accordance to federal and state regulations.
7. Assists in the development and management of the Facilities/Transportation budget, providing guidance and direction to center personnel in the procurement/purchase of related facilities and transportation supplies and equipment and monitor expenses to ensure that it is consistent with approved budgets.
8. As part of Safe Environments, promote safe work activities by conducting safety audits, attend safety meetings and/or hosting meeting with individual staff members.
9. Assist in the monitoring and implementation of the Occupational Safety Health Agency (OSHA) program by conducting the following activities: Material Safety Data Sheet (MSDS) and Hazard

Communication Program is made available to staff; exposure control plan, and right to know law is posted at the center; biohazard containers are available throughout the center and the buses.

10. Will develop and maintain a data base/ inventory system that captures vehicles and facility equipment that includes vehicle maintenance information, maintenance cost, vehicle condition, location, condition, service record, record of maintenance costs, drivers, insurance and registration information.
11. Will coordinate vehicle inspections, maintenance, transportation of children, and oversees routine maintenance and repairs of existing facilities.
12. Work with drivers and center staff to establish the safest and most efficient routes possible given the location of the children and center.
13. Ensure that Bus Driver and Bus Monitor collaborate in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.
14. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
15. Responsible for follow up on vehicle accidents and/or incidents ensuring the completeness and timely submittal of documentation, and conduct investigations in cooperation with law enforcement to determine causes of accidents and improve safety procedures.
16. Develop a system for training and evaluating drivers on a regular basis including drivers attending a combination of annual classroom instruction and behind-the- wheel instruction; and ensure annual reviews for drivers that include onboard observation of road performance.
17. Ensure the drivers are in compliance with the mandatory drug testing program that meets local, state and federal regulations.
18. Responsible for recruitment of transportation program areas staff and ensure that meet the qualification and certification requirements for the position.
19. Coordinate the development of new facilities sites that includes preliminary research, cost estimates, site planning, engineering and architectural design.
20. Responsible for the planning, development and implementation of project renovations to include project plans, procurement requirements and project oversight.
21. Is responsible in negotiating new leases, lease renewal, addendums and terminations consistent with agency policies and/or procedures and negotiate contracts with equipment/materials suppliers and/or services vendors and monitor contract terms regarding fulfillment of goods and services.
22. Develop a training and technical assistance plan that provides training in area of transportation and facilities.
23. Attends meetings, seminars, workshops, and perform other duties as assigned and necessary.

[QUALIFICATIONS:]

1. Bachelor's degree or higher in Facilities Management, Business, Transportation or Logistics
2. 2-year experience in facilities Management and/or operations Management
3. Possess presentation/training experience and be proficient in Microsoft Office
4. Good oral and written communication skills
5. Ability to work irregular hours with required travel.
6. Hold a valid driver's license and adequate vehicle insurance.

CONDITION OF EMPLOYMENT:

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. All employees must complete a physical exam and tb test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

WORK ENVIRONMENT

The 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 will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs. 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, Computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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11/16/20