

## **Facilities and Transportation Manager- Oshkosh, WI**

**JOB CODE: HS002**

**Schedule: Full Time**

**Work Status: Regular-Exempt**

**Salary: Competitive salary, based on experience**

**Location: Oshkosh, WI**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

#### **Advancement**

In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **We have an outstanding opportunity available!**

In this role, you will be responsible for inspection and evaluation of childcare and other facilities to ensure compliance with Head Start Performance Standard (HSPPS), ADA requirements, state licensing and other local, state and federal building code requirements for WI and MO. Oversee any building repairs, renovation and/or development of new facilities and ensure compliance with Davis Bacon, State licensing and HSPPS requirements.

Coordinates and administers functions relating to the operations of the transportation program area in ARK, WI, and MO. 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.

### **Primary Responsibilities:**

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.
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. Responsible for ensuring facilities, transportation and equipment are operational 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.
5. Develop procedural manuals, form instructions, contracts record keeping and reporting systems for transportation and facilities in accordance with federal and state regulations.
6. 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.
7. As part of Safe Environments, promote safe work activities by conducting safety audits, attend safety meetings and/or hosting meeting with individual staff members.
8. 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.

9. Will coordinate vehicle inspections, maintenance, transportation of children, and oversees routine maintenance and repairs of existing facilities.
10. 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.
11. Responsible for recruitment of transportation program areas staff and ensure that meet the qualification and certification requirements for the position.
12. Coordinate the development of new facilities sites that includes preliminary research, cost estimates, site planning, engineering and architectural design.
13. Responsible for the planning, development and implementation of project renovations to include project plans, procurement requirements and project oversight.
14. 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.
15. Develop a training and technical assistance plan that provides training in area of transportation and facilities for both Migrant Child Care and Migrant Head Start staff.

## **Qualifications:**

1. Bachelor's degree in Facilities Management, Business, Transportation or Logistics preferred. Associates degree in Facilities Management/Maintenance, Logistics or Business **required**. *Note: Bachelor's degree must be completed within 3 years from date of hire if not yet earned.*
2. 4 - 6 years of equivalent managerial experience in facility and transportation services.
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 (approximately 20%) to MO/AR to best support the program. Travel will typically occur:
  - During center opening in March/April
  - For center operation support/monitoring during July-September
  - At the end of the center operations for center closure in October/November
6. Hold a valid driver's license and adequate vehicle insurance.
7. Must be fully vaccinated for Covid-19 or be granted an exemption prior to start date.

## **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/travel
- 4) Frequently exposed to moderate temperature generally encountered in a controlled temperature environment
- 5) Noise level in this work is usually quiet to moderate

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*