



Building Better Futures

Facilities/Transportation Manager

JOB CODE: HS001

Schedule: Full Time On-Site

Work Status: Regular / Exempt

Salary: \$48,692.80 to \$60,860.80 based on experience

Retention Incentive up to \$3,000.00

Location: Donna, Texas

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.

Do you want to be part of a team that thrives on compliance and safety!

Then join our team that in one way or another makes a positive impact on our migrant families. Coordinate efforts and implement processes that will ensure our facilities and transportation fleet are safe and up to par with any local, state, and or federal regulations thus ensuring the well-being and safety of our families/children in our Head Start centers.

In this role, you will be 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.

Primary Responsibilities (not all inclusive):

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. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start. Where applicable by law, accommodations/exemptions may be considered.
2. Bachelor's degree in Facilities Management, Business, Transportation or Logistics preferred.
3. 4 - 6 years of equivalent managerial experience in facility and transportation services.
4. Possess presentation/training experience and be proficient in Microsoft Office.
5. Good oral and written communication skills.
6. Ability to work irregular hours with required travel.
7. Hold a valid driver's license and adequate vehicle insurance.

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Equal Opportunity Affirmative Action Employer