

**JOB DESCRIPTION**

**JOB TITLE:** Facilities Coordinator II

**SUPERVISOR:** Head Start Director

**WORKING HOURS:** 8:30 a.m. to 5:00 p.m. Monday through Friday (Normally)  
Alternate Hours 7:00 am – 3:30 pm

**WORK STATION:** Head Start Administrative Office and Centers

**DUTIES AND RESPONSIBILITIES:**

Facilities: Currituck, Gates, Perquimans, Pasquotank/Camden, Pasquotank Lois Johnson

1. Perform routine monitoring and maintenance of facilities, furniture and equipment at centers to meet Federal, State and local requirements
2. Maintain lawns and playgrounds including grass cutting at centers to meet Head Start and Child Care Licensing Requirements
3. To ensure facilities and grounds meet standards to promote School Readiness efforts
4. Ensure facilities and playgrounds comply with the Environmental Health and Safety Rules and Requirements of the Screener, Protocol and Child Care Licensing Regulations
5. Transport supplies, materials and equipment to centers as applicable
6. Perform center renovation activities as needed in a timely manner
7. Perform duties from Work Request Requisitions in a timely manner
8. Assist with unpacking and moving of equipment during center set up and for new centers when applicable
9. Wash windows and blinds periodically at centers
10. Assist with transporting and setting up visual equipment for training and workshops
11. Assemble and install indoor and outdoor equipment
12. Conduct pre-inspection of program equipment prior to each use
13. Ensure equipment is repaired in a timely manner as budget allows
14. Assist with facilities and grounds duties at other sites in emergency situations in the absence of Facilities Coordinator I or as deemed necessary
15. Inspect and test smoke detectors, carbon monoxide detectors, fire extinguishers and emergency lighting monthly for compliance measures
16. Attend local and out-of-town workshops and trainings
17. Assist with office and other program related activities
18. Ensure daily, weekly, monthly, quarterly and annual forms and reports are completed, filed and submitted (as applicable) in a timely manner
19. Responsible for updating and maintaining records
20. Other duties as deemed necessary

**TRANSPORTATION**

1. Have an understanding of the Performance Standards 1310 requirements
2. Assist Transportation Coordinator and coordinates the pickup and delivery of buses to the mechanic

3. Ensure bus transportation promotes School Readiness
4. Ensure buses meet the requirements of the Environmental Health and Safety Screener and Protocol
5. Receive emergency calls from bus drivers and handle accordingly
6. Receive repair requests for buses from drivers
7. Ensure that bus repairs are made in a timely manner
8. Complete minor maintenance on buses when applicable
9. Complete bi-weekly maintenance check on buses (or more often if deemed necessary)
10. Give input on the evaluation of bus drivers
11. Monitor and complete bus rides to check for Performance Standards 1310 requirements when deemed necessary
12. Ensure daily, weekly, monthly, quarterly and annual forms and reports are completed when deemed necessary, filed and submitted (as applicable) in a timely manner
13. Responsible for updating and maintaining records
14. Assist with cleaning and washing buses in a timely manner
15. Responsible for completing required paperwork for the upkeep of the agency vehicle used to perform daily duties at the centers
16. Responsible for pest control and paperwork for all facilities
17. Complete Bus Fire Extinguisher Inspections annually

**EDUCATION AND EXPERIENCE**

Associate Degree preferred or one year experience in maintenance work

**DESIRABLE SKILLS AND QUALIFICATIONS:**

Possess a NC Commercial License and be bus driver certified