

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Facility/Transportation Manager **EMPLOYMENT TERM:** 12 month full-time

DIVISION: Early Childhood **DEPARTMENT:** Early Childhood

EXEMPT/NON-EXEMPT: Exempt **FUNDING SOURCE:** HS/EHS

SPECIAL CONDITIONS:

1. This position is subject by law to finger printing and must pass a rigorous criminal/character background investigation.
2. Must provide documentation of immunity or immunization against tetanus, diphtheria, and measles/rubella and of tuberculosis status by skin test or x-ray, within thirty (30) days of hiring, and at such additional intervals as may be determined by the immediate supervisor or the ANSB Executive Director.
3. Must always ensure a safe and secure environment for clients and fellow employees. Must have or be able to obtain valid NM CDL-PS Driver's License within 6 months of employment.

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must have entry level knowledge of:
 - Basic construction techniques, strategies, and procedures, including concrete, masonry, roofing, flooring, structural and finish carpentry, and related areas
 - Safe, effective operation of common hand, power, and shop tools
 - Procedures and requirements for use and handling of hazardous substances.
 - Fire and Safety codes.
3. Must have sufficient oral and written English skills, appropriate to a facility maintenance setting with the ability to follow detailed instructions and maintain adequate communication with other ANSB, Inc. staff and supervisors, and to prepare budgets, expenditure reports, monthly reports, ongoing monitoring reports, policies and procedures related to safety and transportation, inventories, RFP or other requests for quotes, and other paperwork required to do the job.
4. Be physically fit and able to lift up to 50 lbs. frequently and up to 100 lbs. occasionally.
5. Must be sufficient to demonstrate possession of above knowledge, skills and abilities with strong positive references from previous employer(s).
6. Must have a driving record such that he/she is insurable under ANSB, Inc.'s vehicle liability insurance program with a valid driver's license. Must possess or able to obtain CDL Bus Driver licensure within 6 months.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

ADDITIONAL PREFERENCE:

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- Documented training courses in: Hazardous Materials handling, Home Improvement (HITP), Residential HVAC operation, maintenance and repair; residential plumbing and fixture maintenance and repair; fire prevention and suppression.
- Possession of one or more of the following building trade licenses or their equivalent: Journeyman Carpenter, Journeyman Plumber with or without LP Gas qualifications, Journeyman Electrician.

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SUPERVISED BY: Early Childhood Director

SUPERVISES: Janitor and Bus Drivers

PAY RANGE: Grade F on the ANSB general salary scale with CDL-PS.
Grade G on the ANSB General Salary Scale with CDL-PS and State Licensure in building trade licenses or equivalent.

WORKING HOURS: 6:30-3:30, or as scheduled by supervisor

LUNCH HOUR: 1 hour

POSITION GOAL:

- Provides facilities maintenance and grounds upkeep support and oversight to the Early Childhood Division.
- Provides guidance and supervision of transportation department to ensure compliance with Head Start Performance Standards.
- To oversee the day to day operations of the facility and transportation departments.

DUTIES & RESPONSIBILITIES:

1. Supports and efficiently carries out responsibilities in accordance with Alamo Navajo School Board, Inc. policies and procedures.
2. Represents Alamo Navajo School Board, Inc. in a manner reflecting professionalism while working to enhance community understanding of the program.
3. Maintains a high personal standard of professional and ethical conduct. Accepts professional responsibility for keeping informed on current facilities maintenance topics and advancements.
4. Oversees the janitor and/or performs building maintenance duties of a general nature, requiring less than a Journeyman's qualifications, including but not limited to:
 - A. Replaces lights, bulbs, and fluorescent tubes.
 - B. Cleans clogged plumbing lines.
 - C. Reads and records gas and water meters.
 - D. Moves furniture and/or equipment.
 - E. Makes minor repairs to floors, floor coverings, walls, and ceilings.
 - F. Paints or retouches soiled or damaged surfaces.
 - G. Performs and records daily checks on the operation of heating and other equipment.
 - H. Maintains maintenance logs on program equipment

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- I. Maintains facilities compliance logs for safety and EPA standards.
5. Oversees staff and substitutes and/or performs grounds maintenance and improvement duties of a general nature, including but not limited to:
 - A. Irrigates and fertilizes lawns, trees, shrubs, etc.
 - B. Mows and trims lawns using power equipment.
 - C. Prunes trees and shrubs.
 - D. Controls weed growth by cutting or spraying herbicides.
 - E. Picks up trash and litter from grounds.
 - F. Sweeps and cleans parking lots and streets.
 - G. Transports trash from dumpsters to appropriate dumping area.
 - H. Clears snow and ice from sidewalks, entryways, porches, while posting cautionary signs...
 - I. Cleans and maintains drainage ditches and waterways.
 - J. Periodically checks perimeter fencing for repairs.
6. Completes all reports, records, checklists, operational logs and other paperwork required to document and manage the work done, as assigned including developing and maintaining budgets for the department, creating and revising policies/procedures as they pertain to the Facility/Transportation area, preparing and maintaining supply lists, inventories and other reports as they pertain to the upkeep of the facility and assigned vehicles.
7. Adheres to the Alamo Navajo School Board Employee Personnel ~~Policy Handbook~~ ~~Manual~~ and administrative procedures for implementing it as they may amend from time to time.
8. Provides for own professional growth through ongoing program of reading, and as scheduled by supervisor, accepts and actively participates in training related to the job and/or which could result in State Licensure and/or Trade Licenses. Makes use of knowledge and skills learned on the job.
9. Will oversee the maintenance and general upkeep of buses to ensure the buses are safe and maintained as required by policy and law.
10. Will become familiar with and demonstrate competence in working with GSA or other vehicle procurers/servicers to assure that vehicles are up to date with preventive maintenance schedules, safety equipment, lease/procurement/service agreements and other documents as needed.
11. Will familiarize him/herself with the Head Start Performance Standards regarding facility and transportation management.
12. Will meet and work with other management staff on a regular basis to oversee program operations.
13. Will schedule department meetings, trainings and professional development with staff under his/her authority on a regular and consistent basis to assure that communication is clear and relayed effectively.
14. Will conduct evaluations of employees under his/her supervision.
15. Performs other duties within the scope of position description as may be assigned by the supervisor.
16. Performs other duties not listed herein within the scope of this position description and contemporaneous in their temporal assignment, as may be assigned by the immediate supervisor and the Director of Early Childhood

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EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

Revised: July 6, 2018/Jo Williams

BOARD APPROVED: 7/26/18

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

ACCEPTANCE: _____ Date
Employee

_____ Date
Immediate Supervisor