



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Center Facilities Coordinator** is responsible for the coordination of facilities systems and general maintenance necessary to support major components of a quality Head Start and Early Head Start Program.

WCAP owns two facilities (Belfast and Searsport) that require consistent care and repair as well as donated and rented space throughout Waldo County. These sites and buildings must all be maintained in accordance with Maine Rules for Licensing of Child Care Facilities and the Head Start Performance Standards and Head Start Act. The documentation of such maintenance as well as other operations documentation must be tracked carefully.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Oversight of Head Start Center:

1. Ensures facilities can operate within Head Start and Maine Child Care Licensing Standards and monitors on a daily basis.
2. Ensures that grounds are inspected daily and building weekly for maintenance needs; facilitates repair immediately when possible.
3. Acts as a contact person for state child care licensing, fire inspection, water testing.

### Facilities & Grounds Maintenance and Repairs

1. Provides logistical support for maintenance of inventory for all Head Start property annually with data submitted by Site Managers and Content Coordinators.
2. Maintains Maine Child Care Licenses for each of our program sites, including providing reports for Head Start Director, coordinators and site managers.
3. Logistically supports the maintenance of buildings throughout the year, including: furnace maintenance; water tests; procurement of oil; telephones; internet connection.
4. Assists in preparing and coordinating job bids, repair costs, estimates, and meets with contractors.
5. Coordinates moving office furniture, fixtures, and equipment within and between sites to support staff changes, relocations, remodels, and program expansion.
6. Provides routine inspections of interior and exterior areas and follows up to ensure areas are free of safety hazards, trash, weeds, and other foreign materials.
7. Completes safety checklist at minimum biannually, ideally once per month, at each site.
8. Performs and oversees minor repairs and routine maintenance and grounds care.

### Records Coordination

1. Assists in yearly review of Agency plans and policies.
2. Works with Finance Department to maintain vendor list and serves as primary contact with vendors.
3. Maintains up to date Child Care Licensing, Fire inspections, etc.
4. Maintains reports and submits to Early Childhood Director.

### Miscellaneous

1. Adheres to Maine Rules for Licensing of Child Care Facilities and the Head Start Performance Standards and Head Start Act in all aspects of work.
2. Schedules delivery of supplies to sites.

### Position Title:

Center Facilities Coordinator

### Department:

Early Childhood Program

### Reports To:

Operations Manager

### Supervises:

N/A

### FLSA Status:

Non-Exempt

### Salary Range:

RH1/L2

### Last Revised/Approved:

August 2018

3. Participates in and responsibility for some aspects of staff training.

**Professional Growth and Development:**

1. Maintains qualifications for this position as required by Head Start and state child care licensing regulations.
2. Attends professional development opportunities presented by Head Start or other professional organizations as appropriate.
3. Attends all regularly scheduled Head Start meetings, trainings and events including, but not limited to, team meetings, and WCAP staff days.
4. Keeps up to date on State and Federal regulations governing the program.

**Leadership & Teamwork**

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.
3. Demonstrates effective communication skills in building relationships with all employees and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties in classroom and building as necessary.
7. Shares monitoring of voice and email systems.
8. Follows Code of Conduct.

**Safety and Wellness:**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Addresses all concerns in a timely manner in order to maintain site and building safety.

**Non-Essential Duties and Responsibilities:**

1. May have purchasing and budget keeping responsibilities.
2. Performs additional duties as assigned.

**GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

**PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee must be able to stand/walk for prolonged periods of time, talk, hear and see. The incumbent must be able to lift up to 50 pounds on a regular basis, and at times move heavy objects such as ladders and desks, climb ladders, perform overhead lifting, perform tasks involving repetitive motion such as raking and painting, work or clean in small cramped areas, carry carpentry and maintenance tools, handle cleaning equipment and chemicals, and operate various machinery as well as various power tools. Regular crouching, bending, twisting, stooping, kneeling, etc. to facilitate various repairs and maintenance activities. May include ladder climbing and occasional crawling. This position involves heavy physical labor. Vision requirements include: close vision, distance vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment involves working both inside and outside Agency facilities. Work outside may involve extreme weather conditions, hot and humid, extreme cold, snowy, etc. Work may involve working in small cramped spaces or off high ladders. Must be able to adapt to a changing work environment due to seasonal changes, and well as changes in schedule as needed. In addition, the incumbent may have exposure to fumes from cleaning supplies, exposure to blood borne pathogens, and extremely unpleasant rest room conditions. Although the work day tends to be predictable, emergencies do arise requiring an immediate response. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish all required work within the time available. Noise level ranges from quiet to loud. Assigned work may require travel within the local or neighboring communities. This position is an hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs, at times on short notice due to emergencies. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## **QUALIFICATIONS NEEDED FOR POSITION**

### **General Requirements:**

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

### **Experience and Skill Requirements:**

The following experience and skills are considered essential:

- At least three years of facility and grounds maintenance experience required.
- Skilled and experienced in general building and grounds maintenance.
- Strong organizational and multi-tasking skills.
- Strong communication skills.
- Basic cleaning and maintenance skills.
- Ability to work independently with minimal direction and supervision.
- Proficient skills in Microsoft Word, Excel and Outlook.

### **Education Requirements:**

The following education requirements are considered essential:

- High school diploma or equivalent required. Post-secondary education in the trades preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

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*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

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Employee Signature

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Date

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Supervisor Signature

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Date