



Facilities Manager

REPORTS TO: Data & Planning Manager

FLSA STATUS: Exempt

STATUS: Full-time, 52 Weeks, 40 Hours per Week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for assisting with planning, developing, and implementing the maintenance and repair of facilities. This includes monitoring, facilitating, training, and providing feedback concerning content systems within the Head Start Program.

Essential Functions:

The Facilities Manager will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Facilities Manager responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Facilities Manager will demonstrate competency to perform essential functions that include:

1. Assist in planning, developing, and implementing Bureau of Child Care Licensing (BCCL) and Head Start Program Performance Standards (HSPPS) regulations regarding Head Start facilities.
2. Follow up on issues regarding child health, safety, supervision, BCCL, HSPPS with the appropriate personnel.
3. Maintain a Facility Plan for the agency that includes a rotations cycle for equipment and maintenance.
4. Assure facility projects are completed within timelines and to the agency's expectations.
5. Meet as needed with contractors/vendors, Site Managers, staff, and community members.
6. Acquire all documentation required from vendors including but not limited to; bid sheets, liability insurance certificates and W-9s and all applicable paperwork.
7. Work with Managers to ensure each site's facility documents are up to date.
8. Prioritize budget for needed agency facilities and playground repairs and changes.
9. Have the ability to oversee multiple projects at one time.
10. Compile and develop information to be utilized for grants.
11. Participate as a Team Member within the agency and in the community as needed.
12. Report regularly to the Data & Planning Manager.
13. Fix / Assist with repairs as needed.
14. Utilize virtual platforms for meetings and communications.

Minimum Requirements:

1. High School Diploma, AA preferred
2. 3 years' experience working with contractors in the construction field.
3. Advanced computer skills including Excel, PowerPoint, Word, internet, email, and tablets/iPads.
4. Arizona's driver license, proof of insurance, fingerprint clearance card, Social Security card, vehicle available for program business are required.
5. Health Questionnaire is required at hire and updated every 3 years.
6. Meet all agencies, state and federally required immunizations or have an approved exemption on



7. Must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

1. Possess knowledge in HSPPS, BCCL, and adult learning styles.
2. Possess excellent oral and written communication skills.
3. Work collaboratively and with diverse site staff.
4. Ability to work independently.
5. Demonstrate the understanding of Department of Child Safety (DCS) reporting system, including signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation:

Critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly.

Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 20 lbs., and occasionally lift and/or move up to 35 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

Acknowledgements:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date