



Wild Plum Center For Young Children and Families Job Description

Position: Transportation and Facilities Specialist

FLSA Status: Non-Exempt

Hours Worked: Monday – Friday, 30 hours/week for 40 weeks

Approved on:

POSITION SUMMARY AND DEFINITION

The Transportation and Facilities Specialist is responsible for bus driver duties, the safety and maintenance of the vehicle fleet for the organization, and facility repairs and maintenance as directed by the Transportation and Facilities Coordinator. The Transportation and Facilities Specialist contributes to the full compliance of the Head Start Transportation and Safety Performance Standards.

REPORTING RELATIONSHIPS

Supervision Received: Supervision provided by the Transportation and Facilities Coordinator

Supervision Exercised: No supervision exercised though oversight is provided to bus aide

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.

- All essential duties of Bus Driver (see Bus Driver job description)
- Ensure regular maintenance schedules for all vehicles are met
- Coordinates repairs of vehicles
- Assist with providing required training to bus drivers
- Conduct bus evacuation and pedestrian safety training to children in program within timeframe required by Head Start Performance Standards
- Conduct fire drills, building evacuation and lock down drills according to schedule determined by Transportation and Facilities Coordinator

- Perform minor repairs and maintenance of facilities, such as touch up paint or minor repairs on playgrounds and in facilities

ADDITIONAL DUTIES

- Maintain confidentiality and standards of conduct according to policy
- Understand ethnic and economic backgrounds of families served
- Manage time efficiently and demonstrate strong organizational skills
- Safeguard the assets of the organization
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience: Any combination of education and experience accepted. Previous bus driving and minor building maintenance experience preferred.

Special Qualifications: Must possess a valid Commercial Driver's License and pass a motor vehicle record check at the time of hire and throughout employment. A DOT physical examination must be passed after a conditional offer of employment and prior to starting employment. Proof of TB test and required background checks must be completed. CDL, School Bus endorsement and CPR and First Aid certification required but can be obtained upon employment. Pre-employment and ongoing drug screens required.

The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.