

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
FACILITIES MAINTENANCE MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Facilities Maintenance Manager.

Supervision Received: The CR Head Start Program Facilities Maintenance Manager is under the immediate supervision of the CR Head Start Program Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the development of a process for implementation of Performance Standards 1304.53-Facilities, Materials, and Equipment.

Provides a physical environment and facilities that are child friendly, must provide appropriate space for program activities and access to meet the requirements of children with disabilities (1308.4).

Ensures that each center has 35 sq. ft. of usable indoor space per child and at least 75 sq. ft. of usable outdoor play space.

Ensures that facilities meet the licensing requirements of 45 CFR 1306.30, must provide for the maintenance, repair, safety, and security of all facilities, materials and equipment such as; environment must be free of any toxins(i.e. cigarette smoke, lead, pesticides, and herbicides or other air pollutants).

Ensures that all out-door play areas are safe, must conduct a safety inspection to ensure that each facility's space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and developmental needs of children, included in the safety inspections (but not limited to) are back-up lighting, poison control, properly working fire extinguishers, smoke detectors are working, exit plan, paint is not hazardous, safe electrical outlets, windows and glass are constructed to prevent injury.

Ensures that the water source is approved by state and local authorities.

Ensures that toilet and hand washing facilities are safe, clean and in good repair, provide toilet training equipment.

Responsible for over-all cleaning of center facility, playground and yard.

Responsible for upkeep and maintenance of program vehicles and buses.

Responsible for assessment of Head Start facilities, assess damages, files insurance reports, assists with bid process for small projects to help maintain buildings.

Ensures that all buses are inspected annually by the South Dakota State Highway Patrol.,

Attends all staff meetings and trainings, is a mandated reporter for any suspected child abuse/neglect as required by PL-101-630-1169.

Perform other job duties as assigned by the Program Director.

Ensures that the transportation area is in compliance with Performance Standard Part 1310-Head Start Transportation.

Overseeing the maintenance of the Head Start School Buses (i.e. oil changes, any mechanical repairs, lights, etc.)

Secures all doors and windows at the Eagle Butte Head Start Center at the close of the day.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have the personality and patience to work with young children. Must be computer literate. Must have knowledge of school transportation regulations and laws.

Education: Must have a High School Diploma or GED. College Credits preferred.

Experience: Custodial experience is preferred. Must have working knowledge of basic electrical/technological systems and basic plumbing. Must have working experience with vehicle mechanics.

Special Requirements: Must have knowledge in the field of carpentry. Must be willing to obtain a Commercial Driver's License within a one year period. Must maintain strict confidentiality. Must have a valid driver's license and have a good driving record. Must possess proof of automobile insurance. Must submit to an annual physical examination and TB Test. Physical required showing ability to lift 50 lbs. (attach copy). Must possess a valid First Aid & CPR Certificate or be willing to test and become certified within forty-five 45 days of hire.

Incumbent is subject to CRST Drug & Alcohol Testing Policy. Incumbent is subject to Tribal/Local, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013_CR .

Revised Date: 11.17.2022