

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title:	Facilities and Safety Technician I, II, III
Wage/Hour/Status:	8, 9 and 10 Non-Exempt
Reports to:	Program Director (or other designee)

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Supervises and provides quality maintenance, janitorial and grounds keeping services for county facilities in compliance with Oregon Child Development Coalition (OCDC) standards. Position is also responsible for assisting the Program Director with the implementation and maintenance of OCDC's Safety Management System.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Oversees, supervises and/or performs maintenance, grounds-keeping and janitorial services in accordance with OCDC standards by:
 - Hiring and training of county custodial/janitorial and grounds-keeping staff.
 - Ensures contractors perform on-site work in compliance with OCDC issued contracts for maintenance, grounds-keeping and janitorial services.
 - Performing maintenance and repair work when and where necessary to preserve the condition and continued use of facilities.
 - Conducting inspections and resolving any issues noted.
 - Responding to security and fire/safety concerns at any time of the day or night.
 - Suggesting improvement projects for budget consideration.
 - Tracking repairs and addressing building/maintenance issues.
 - Maintaining accurate equipment maintenance and repair records.
 - Ordering and maintaining custodial supplies.
 - Assisting Central Office Facilities Managers with building upgrades.
 - Scheduling routine annual inspections as required.

2. Facilitates the implementation and maintenance of the Occupational Safety and Health program under the direction of the Program Director by:
 - Possessing a working knowledge of applicable OR-OSHA regulations and all OCDC safety management system elements.
 - Conducting emergency drills as outlined in OCDC's Emergency Management Plan.
 - Completing and retaining documentation required by the Safety Management System.
 - Overseeing Safety Committee operations at the county level.
 - Gathering information and providing reports.
 - Responding to questions and concerns in a timely, effective and reasonable manner.
3. Oversees County compliance with Federal, State and OCDC standards by:
 - Possessing a working knowledge of Oregon Child Care Division Regulations.
 - Performing pre-CCD certification inspections in accordance with OCDC management systems.
 - Maintaining facilities in compliance with OCDC policies and programs, Head Start Performance Standards, and CCD regulations on an ongoing basis.
 - Establishing and building working relationships with government and/or other inspectors.
 - Scheduling and attending Fire Marshall, Sanitarian and CCD Certifier inspections.
 - Responding to inspector findings in a timely and effective manner.
4. Maintains and repairs materials and equipment by:
 - Assembling and disassembling furniture and equipment as required.
 - Coordinating movements of furniture and equipment with Central Office Warehouse.
 - Inspecting and repairing classroom and office furniture, materials and equipment to ensure it is serviceable, in good repair and repairs are within the terms of the manufacturer's warranty.
 - Communicating County material and equipment needs to the Central Office Warehouse.
5. Supervises assigned staff to maintain performance results by:
 - Providing guidance and positive reinforcement by conducting and reviewing staff performance to include recommendations for promotions, increases and/or disciplinary action when appropriate.
 - Ensuring the hiring of qualified staff.
 - Providing OCDC orientations and trainings to new staff as required.
 - Planning, monitoring, and appraising job results to include review of documentation, memos, notes, and other data.
 - Monitoring staff development activities for each staff member to ensure required training is received in a timely manner.
6. Contributes to team effort by:
 - Being a participant on the local county management teams, as necessary.
 - Attending local staff and parent meetings and local and/or state training as required.
 - Establishing open and positive communication and interaction with all staff.
 - Participating with Central Office staff and local county staff and management teams in program planning, establishing policies and procedures and budget preparation.

- Openly receiving feedback from members of the Central Office Specialist team and implementing plans of action to comply with Head Start Performance Standards and OCDC policies.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
 - Maintaining technical knowledge by keeping abreast of changes in applicable regulations including OR-OHSA, International Building Codes
 - Attending mandated or recommended courses and trainings as required by OCDC.
7. Maintains confidence and protects agency OCDC operations by:
- Keeping information confidential.
8. Provides emergency services as a **Mandatory First Responder** by:
- Responding to child/adult emergencies by using First Aid and CPR skills.
 - Contacting appropriate medical personnel.
 - Ensuring documentation related to incident is completed.
 - Participating in fire drills and assisting in the evacuation of the children.
9. Continually applies safety practices in all facets of the performance of duties by:
- Complying with Agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Collaborating with management staff for the prompt completion of injury investigations, corrective actions, and inspections as required.
10. Performing other work related duties as assigned duties.

Education and Job Requirements:

A High School Diploma or GED with at least 3 years experience in facilities maintenance and repair **OR** a combination of technical school course work and experience equivalent to at least three or more years of maintenance responsibilities.

Other Job Requirements:

1. Must be registered with Oregon's Central Background Registry.
2. Ability to pass OCDC sponsored physical examination. TB test documented.
3. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
4. Ability to travel as needed for work and training/workshops.
5. **THIS IS A MANDATED RESPONDER POSITION.**

Other Skill Requirements:

1. Bilingual Spanish/English preferred.
2. Excellent communication, supervisory and organizational skills.
3. Knowledgeable in MS Word, Outlook and Excel. Capable of data entry and retrieval.
4. Ability to work and relate positively with children and adults.
5. Must be able to make decisions based on established guidelines, OCDC programs/policies, applicable laws/regulations and best practices.

Physical Requirements of the Job:

See Human Resources for Physical Job Analysis.

Job Conditions:

May work outdoors intermittently with occasional exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Must be able to work in confined spaces in accordance with OR-OSHA regulations.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties upon the request of the supervisor.