

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

<b>Position Title:</b>	Transportation/Facility Manager
<b>Reports To:</b>	Early Childhood Division Director
<b>Supervises:</b>	Bus Drivers and Bus Driver/Maintenance
<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	6

### **General Duties:**

The Transportation/Facility Manager is responsible for coordinating the Head Start Program's bus transportation needs. This position is responsible for ensuring that agency bus transportation of children, parents, staff and volunteers to sites, homes, field trips, and events is safe, timely, efficient and presentable. The Transportation/Facility Manager is also responsible for the oversight of all Head Facilities to meet public health, DCFS, Head Start, and state fire safety requirements. This position supervises the daily operations, monitors performance, identifies safety issues, and resolves conflicts and concerns related to transportation services and facilities. The Transportation/Facility Manager reports to the Early Childhood Division Director.

### **Specific Duties and Responsibilities:**

#### **Program Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Plans and supervises the coordination of bus transportation to ensure the safety of passengers, staff and the community in support of the needs of Head Start children and their families.
- Develops and maintains efficient bus routes that ensure that the Head Start

students are on the bus no longer than 60 minutes at any time during transportation to or from sites.

- Develops and monitors bus transportation services to ensure the availability of adequate transportation for classes, field trips, food deliveries, supplies, and other related transportation/transport needs.
- Maintains knowledge of rules and regulations governing the transportation of children, families, and staff, and ensures continued compliance.
- Uses available technology to increase efficiency, maintain accurate up-to-date records and accurate up-to-date reports.
- Provides recommendations on providing bus service during inclement weather.

#### **Staff Supervision Responsibilities:**

- Supervises Head Start bus drivers.
- Coordinates training and licensing for Head Start bus drivers in cooperation with the Secretary of State requirements and directives.
- Responds to and investigates client and/or driver complaints regarding program vehicles and student transportation, and coordinates resolutions with Head Start Director.
- Completes written evaluation of drivers' performance at least annually.
- When necessary, participates in investigations of violations of policies and procedures, issues discipline and participates in the grievance process.
- Monitors and approves staff time, travel and reimbursement requests. Completes payroll for assigned staff.
- Schedules and conducts transportation staff meetings and trainings as needed.

#### **Vehicle Responsibilities:**

- Ensures that Head Start vehicles are in good repair and are properly maintained and meet state/federal inspection guidelines.
- Maintains all necessary maintenance records of the program vehicles.
- Creates and maintains bus routes.
- Maintains all radios and ensures proper functioning for safety and communication purposes.
- Participates in the development of short-term and long-term planning for the time and cost estimates for the transportation department.

#### **Facility Responsibilities:**

- Provides recommendations on site closings due to inclement weather.
- Responsible for coordinating all facility fire, safety and/or health inspections.
- On Call contact for facility issues regarding fire and security issues
- Organizes and implements a process of moving classroom supplies and

- equipment in and out of Head Start sites.
- Ensures that daily custodial work (i.e. mopping of floors, cleaning of restrooms, emptying of trash bins etc.) is completed in a timely and professional fashion as described in the janitorial services contractual.
  - Ensures that any special or annual cleaning projects are performed as described in the janitorial services contractual.
  - Coordinates and maintains facilities and equipment in good repair at all centers (i.e. landscaping, snow removal, playgrounds, fences, light fixtures, emergency lighting, washing/drying machines, plumbing, heating and air conditioning, window treatments, etc.)
  - Coordinates and maintains security systems (fire and intruder alarms) at all centers.
  - Performs other duties as may be assigned.

### **Required Knowledge, Skills, Characteristics and Abilities:**

- At least a high school diploma or equivalent (GED). An Associate Degree is preferred in Facilities Management or related field.
- At least one year of experience as a bus driver preferred.
- Three years professional experience in a supervisory and leadership position preferred.
- Knowledge of laws and rules pertaining to the transportation of children preferred.
- Knowledge of basic vehicle mechanic processes and maintenance practices of transportation vehicles preferred.
- Knowledge of safety practices and procedures applicable to transportation of children and use of motor vehicles preferred.
- Ability to travel to meetings and other work sites.
- Safety, health and CPR/First Aid training preferred.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.
- Must meet requirements of bus staff defined by the Illinois Department of Transportation, including State of Illinois CDL and School Bus Driver's permit.
- Must have a valid driver's license.
- Oral and written communication skills, interpersonal and computer skills required to effectively manage staff and coordinate the Head Start transportation services and facilities operations.

## Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to lift children weighing up to 60 pounds in emergencies.
- Continuous hand-eye coordination, use of hands and fingers and manipulation of large and small objects.
- Frequent sitting, standing, walking.
- Occasional bending, reaching and stretching overhead, above shoulders and horizontally.
- Must be able to drive a school bus and transport students and staff safely.
- Must have the ability to assess maintenance issues at all facilities and implement appropriate solutions for repair or replacement.
- Verbal, auditory and written capabilities to effectively communicate in an articulate manner.

## Competencies:

- **Decision-Making and Analytical Skills:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements. Perform professional level work requiring a wide range of administrative, technical, budgeting, finance, legal or managerial methods applied to complex problems.
- **Leadership and Communication Skills:** Possess advanced analytical and influencing skills. Must have the ability to manage grants, contracts, projects, and processes across functional areas. Must have the ability to apply best practices and the workforce team's talent to add value to the public workforce system through successfully:
  - Leading a team and building strong community relationships
  - Researching, writing, and implementing grant agreements
  - Engaging with state and federal officials to stay current on legislation, new developments, and policy and program interpretation
  - Innovating with community and employers to offer new or enhanced workforce training and career advancement opportunities
  - Understanding the culturally diverse needs across the region and align workforce development strategies to remove barriers
  - Managing multi-year grant budgets with complex revenue streams
  - Formulating and executing strategic plans and developing innovative initiatives.
- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or

creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.

- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.

### **Work Environment:**

- Requires working in both an indoor and outdoor environment.
- Frequent near-vision use for reading and computer work.
- Clarity of vision at varying distances.

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_