



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	451-4200-016	Last Revised:	02/12/2016
Position Title:	Facilities Maintenance Worker	Department:	Qualla Boundary HS/EHS
Reports to:	Early Education Director	Division:	Public Health and Human Services

Primary Function: Works to carry out the Qualla Boundary Head Start transportation services through support of department activities and programs. Maintains the general upkeep and general maintenance of the Dora Reed and Big Cove centers. Carries out the transportation duties, services and facilities according to OSHA, Tribal, state, and other applicable performance codes and guidelines. Performs a variety of electrical, HVAC, carpentry and plumbing procedures within the tribal facility management systems. Assists throughout the department as needed with projects and performing related work.

Job Duties and Responsibilities:

- The daily transportation services in support of Qualla Boundary Head Start activities by reviewing transportation requirements, developing schedules, making job assignments, and contacting outside transportation providers as required.
- Plans, coordinates the monthly transportation (if needed) of Early Head Start home based infants and toddlers and their families to the center as required.
- Ensures transportation services meet licensing, regulatory, OSHA, related standards.
- Plans for emergency transportation needs and facilities or performs as needed.
- Oversees the daily cleaning operations at facilities to ensure standards are maintained.
- Conducts and documents regular inspections of facilities, systems, and grounds to ensure proper working order and safety standards are maintained.
- Performs minor repairs, remodeling, and upkeep procedures to buildings, plumbing heating/cooling systems, lighting installation of new equipment, etc.
- Ensures that department personnel adhere to all applicable safety, OSHA and regulate guidelines. Follows up on complaints or concerns within assigned area of responsibility and keeps director informed of any unusual circumstances.
- Requisitions materials and supplies for all cleaning and maintenance purposes according tribal policies and procedures.
- Provides educational materials and teaching in the classroom to all preschool children pertaining to safety, bus safety, on a monthly basis and assists with contacting community providers for additional training for children.
- Assists staff in areas of evacuation procedures, safety procedures, playground safety and supervision, and transportation annually and as needed.
- Performs various tasks in support of department activities, which may include driving a bi mowing grass, setting up tables for training, etc.
- Operates such equipment as mowers, weed eaters, chainsaws, basic hand tools, and power tools.
- Recommends to management team the purchase of new equipment and provides supporting justification.
- Maintains records and logs of daily activities including: mileage, materials, passengers, maintenance, and inspection reports.
- Coordinates the training of employees and ensures certifications/school is completed.

- Assists in the reporting/documentation of department of department operations and prepare special reports as requested.
- Performs other duties as requested by supervisor.

Education /Experience:	A high school diploma/GED and at least 3 years work experience in general maintenance required. Must be able to trouble shoot refrigeration and heating units. Must have knowledge of general electrical, plumbing, and other operational repairs. Must be familiar with electrical panels and how they distribute power to branch circuits. Must be able to trouble shoot various types of heat pumps. Technical School or college a plus but not required. Nine to twelve months work experience in the position would be required to become proficient in most phases of the job.
Job Knowledge:	Must be familiar with Qualla Boundary Head Start policies, procedures, performance standards, and all childcare facilities/buildings. Must know a wide range of maintenance related equipment ranging from vehicle, power tools, measuring instruments, lawn mower, weed eater, etc. Must be familiar with plumbing, electrical, and heating systems. Must have knowledge of applicable OSHA safety, fire, disaster requirements and building codes. Requires the ability to do math calculations, read and interpret detailed instructions/manuals/blueprints, etc. Requires the ability to operate a vehicle and must possess a valid North Carolina CDL with (P) endorsement. Must have good communication skills, both written and verbal. Requires the ability to plan, organize, and coordinate the work of others.
Complexity of Duties:	Deals with a wide range of situations requiring the evaluation of circumstances, problem solving, development, and implementation of circumstances, p r o b l e m solving, critical thinking, development, and implementation of plan and corrective action. Makes decisions within the overall guidelines of the departmental policies. Judgment and initiative a required. Quick responses and time schedules are frequently necessary.
Contact with Others:	Has frequent contact with the director, coworkers, and other Qualla Boundary Head Start employees. Has contact with parents, children, and agency representatives. Must use tact, courtesy, and professional conduct to ensure contacts are managed in a positive manner.
Mental /Visual /Physical Effort:	Mental concentration varies with duties from general overviews to close attention to detail. Developing plans, problem solving, and performing technical tasks required to meet program demands. Job duties require physical effort, walking, standing, sitting, reaching, bending, climbing, manual dexterity, and visual acuity and good eye/hand/foot coordination. Must be able to speak and hear. Lifting and maneuvering heavy objects is required occasionally.
Environment:	Could be exposed to all types of working conditions including inclement weather and messy or hazardous chemicals which could be present for a short period of time. Also works inside a shop/office environment. Potential to be exposed to hazardous chemicals, gas, etc.
Extent of Supervision:	Has direct responsibility for transportation and facilities maintenance functions of the departments, including daily operations, methods, equipment and personnel. Instructs, motivates, counsels, and evaluates the work of subordinates; also is responsible for corrective action. Provides input to the director regarding the hiring, termination, and promotion subordinates.
Scope of Supervision:	Oversees the work of one full time employee and occasional part time volunteers. Assists Facilities department with instructions of personnel assisting with housekeeping within all the Qualla Boundary Head Start facilities.

**Supervision
Received:**

Works under the general direction of the Health Manager and Early Education Director where goals and objectives, policies and procedures are well defined. Works independently to plan, organize, and coordinate job duties with latitude and opportunity for independent thinking given in most areas.

**Responsibility for
Accuracy:**

Reviews the work of subordinates and gives approvals where undetected errors could result damage to systems and equipment, or pose a hazard to the safety of others. Most errors would be readily detected through testing and review procedures.