



# Eastern Band of Cherokee Indians

## TRANSPORTATION FACILITIES COORDINATOR

### *Position Description*

<b>Program:</b>	Qualla Boundary Early Head Start & Head Start	<b>Reports to:</b>	Manager - Operations
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	945642507
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	9	<b>Safety Sensitive:</b>	Yes

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

Plans and coordinates HS/EHS transportation services in support of department activities and programs. Oversees the general upkeep and maintenance of child care, Head Start and Early Head Start facilities. Manages the transportation services and facilities according to OSHA, Tribal State, and other applicable performance codes and guidelines.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Plans and directs the daily transportation services in support of HS/EHS activities by reviewing transportation requirements, developing schedules, making job assignments, and contacting outside transportation providers as required.
- Coordinates the monthly transportation (if needed) to Early Head Start based upon the needs of parents, toddlers and their families as required.
- Oversees transportation services to ensure they meet all 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 tor and Early Education Director informed of any unusual circumstances, in a specific timeframe.
- Requisitions materials and supplies for all cleaning and maintenance purposes according to Tribal policies and procedures, in a timely manner.
- Must maintain and report all task sheets and playground inspections to the Manager - Operations weekly.
- 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.
- Provides total program training to all staff in areas of evacuation procedures, safety procedures, playground safety and supervision, and transportation annually and as needed.
- Recommends to the HS/EHS director changes needed in current policies or procedures, which would improve efficiency and cost reductions.

## Position Description

- Performs various tasks in support of department activities, which may include driving a mower to cut grass, setting up tables for training, etc.
- Operates such equipment as mowers, weed eaters, chainsaws, basic hand tools, and power tools, and keeps them in good repair.
- Ensures equipment is safe, playground is kept up daily by correcting any issues in a timely manner.
- Recommends to director the purchase of new equipment and provides supporting justification.
- Maintains records and logs of daily activities including: mileage, materials, passengers, maintenance, and inspection reports, and turns in copies to Manager - Operations.
- Coordinates the training of employees and ensures certifications/ schooling is completed.
- Oversees the reporting/documentation of department of department operations and prepare special reports as requested.
- Assists in the development and administration of assigned budget.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Three (3) years of related experience required. Experience to include community-based child care, recreation, park, or school maintenance.
<b>Education:</b>	Associate's Degree in related field required.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC CDL "Class P" required. Proof of vaccination status is required by Head Start Performance standards. All Head Start and Early Head Start staff are required to be fully vaccinated by January 31, 2022.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must be familiar with HS/EHS 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.
- Requires the ability to plan and coordinating HS/EHS transportation services.
- Must know all applicable OSHA safety, fire, disaster requirements and building codes.
- Requires the ability to do math calculations, and read and interpret detailed instructions/manuals/blueprints, etc.
- Requires the ability to operate a vehicle.
- Must have good communication skills, both written and verbal.
- Requires the ability to plan, organize, and coordinate the work of others.
- Three (3) to six (6) months within the position would be required to become proficient in most phases of the job.

#### Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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.

#### Key Relationships:

Has frequent contact with the director, coworkers, and other HS/EHS 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. Communication with all coworkers is a must.

## Position Description

### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

### Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels. Deals with a wide range of situations requiring the evaluation of circumstances, problem solving, development, and implementation of circumstances, problem 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 and must be adhered to.

### PREFERRED QUALIFICATIONS

No other preferred qualifications.

### WORK ENVIRONMENT

**Work Environment:** Could be exposed to all types of working conditions including inclement weather and messy or hazardous chemicals which would be present for a short period of time. Also works inside a shop/ office environment with potential to be exposed to hazardous chemicals, gas, etc.

**Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must be able to lift and maneuver heavy objects occasionally. Must be able to speak and hear. Mental concentration varies with duties from general overviews to dose 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.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.”

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

# TRANSPORTATION FACILITIES COORDINATOR

## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **Transportation Facilities Coordinator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*