



## Job Description

**Job Title:** Transportation/Facilities Specialist  
**Department:** Head Start/Early Head Start  
**Reports To:** Health/Safety/Nutrition Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 2

**Summary:** Responsible for planning and overseeing facilities for safety and maintenance as well as fleet management for buses and vehicles.

### Essential Duties and Responsibilities:

- Exercise discretion and independent judgement with respect to all matters including evaluating and comparing possible courses of action and making decisions or recommendations
- Supervise, train, and evaluate performance of all driving staff.
- Assures all drivers receive required training including pre-service and in-service training.
- Monitor all vehicle expenses including fuel purchases, routine cleaning and servicing, and all needed repairs in a cost-effective manner.
- Negotiate contracts on a yearly basis for servicing buses.
- Routinely inspect (scheduled and unannounced) buses for all safety requirements including OSHA regulations and child restraints.
- Establish bus runs for programs maintaining proper time frame allowed and monitor bus runs periodically.
- Assist in coordinating transportation for field trips, physicals, dentals, and all other extra activities.
- Substitute driver duties.
- Implement and maintain random drug testing program as required.
- Assist other staff and parents with information regarding obtaining a Commercial Driver License (CDL).
- Maintain active listing of substitute drivers arranging for on an as needed basis and working knowledge of territorial area assigned.
- Explore system of communication for drivers and maintain base system if needed.
- Assure children with disabilities are provided with appropriate transportation.
- Provide or arrange for training for staff in transporting children with disabilities including behavior disorders.

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- Assure program's transportation division meets all WV regulations for school buses, all Head Start transportation regulations, and all Federal Motor Vehicle Safety Standards for school buses.
- Routinely inspect all facilities for safety, health and fire regulations and maintain in an appropriate manner.
- Be responsible for all repairs and renovations.
- Maintain listing of contractors with appropriate licensing to perform repairs and renovations in a cost-effective manner.
- Routinely conduct fire drills at each center assuring systems perform without error.
- Be "on-call" for answering fire and burglar alarms at facilities.
- Maintain heating and cooling units by replacing filters and/or cleaning filters on a regular basis.
- Assure walks, rails, etc. care-free from splintering edges.
- Assure Head Start performance standards for facilities and playgrounds are maintained and met.
- Be responsible for developing specifications for new facilities as required.
- Assure all facilities are accessible to disabled individuals by complying with the American Disability Act.
- Ability to communicate with families in a warm and caring manner
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

### **Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- Empathy/Compassion
- Inclusiveness

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- Teamwork
- Equality
- Respect
- Considerate
- Innovation
- Ethics

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and familiar with office equipment.

**Education and/or Experience:**

High school diploma or equivalent; dependable transportation with minimum automobile insurance experience in general mechanics and maintenance is preferred.

Must have valid driver’s license, School Bus Operator Certified, CDL license with 2 years experience in transportation of preschool children and dependable transportation with minimum liability insurance; clear criminal background and maltreatment APS/CPS check, physical exam every two years with an initial tine test or TB risk assessment, DOT drug screening, OSHA training and must be bondable. Must be willing to obtain CPR/First Aide card. Adhere to applicable State and Federal regulations.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 45 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

Approved by Policy Council: July 29<sup>th</sup>, 2024

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