

HEAD START FACILITIES AND SAFETY OFFICER

DEFINITION: Under general direction, performs work of moderate difficulty in overseeing and coordinating the facilities management and safety activities of Navajo Head Start; develops and implements facilities management and safety policies, procedures, manuals and best practices; manages budget and expenditures; ensures compliance with the Head Start Performance Standards and applicable local, state and federal facilities and safety regulations; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and supervises the facilities management activities; develops and implements facilities management policies, procedures, manuals and best practices; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for facilities management services; develops and implements internal control mechanisms; oversees all site operations and new projects including identification of capital improvement projects; prepares cost analysis for capital budgets; prepares and manages facilities budget and cost expenditures.

Oversees the installation, maintenance and repair of plumbing, heating and cooling system, electrical circuitry and security system; manages facility usage; develops and implements maintenance and repair schedules; oversees renovation projects; prepares contract specifications; administers construction agreements for maintenance and renovation services; reads and interprets specifications, plans and blueprints for construction and renovation projects; makes recommendations prior to and during construction; assesses, directs and coordinates the preventive maintenance process for the repair and upkeep of building structures/systems including inspection reports; prepares required reports; manages energy management initiatives and ongoing evaluation of utility consumption rate and implementation of cost reduction programs.

Manages provider service contracts and administration of the request for proposal process to ensure best pricing and service level performance; manages environmental compliance programs and procedures; diagnoses operational problems and recommends corrective action; serves as safety officer; ensures compliance with all health codes and workplace safety requirements; identifies safety concerns and implements preventive procedures; supports management to implement controls to minimize safety and occupational health hazards; ensures compliance with applicable local, state and federal laws, ordinances, regulations and codes; manages regulatory standards that apply to emergency preparedness and fire and life safety.

Conducts safety and health inspections and makes recommendations; works with state and federal agencies to improve safety and health work environment; recommends procurement of health and safety tools and equipment; ensures proper use and operation of equipment; develops, updates and presents training material and information; maintains training records; conducts investigations of serious and fatal accidents related to industrial operations; prepares and maintains reports and records of all accidents; investigates and monitors loss or theft of resources; prepares and maintains tools, equipment, supplies and materials and/or vehicles to use and assist with investigations.

Maintains performance improvement activities; ensures competency of staff; assigns and reviews work of staff; communicates status of projects/assignments; provides work direction; ensures the accuracy of work products and deadlines are met; responsible for identifying training needs, conducting performance evaluations and monitoring performance issues; responsible for the development and training of staff in

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areas of operational and technical requirements including service performance technology, safety, compliance, cost saving initiatives and regulatory requirements; performs special assignments as assigned by the Assistant Superintendent.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of state and local regulations governing facilities management and workplace safety.
Knowledge of repair and maintenance of equipment, plumbing, electrical, facilities systems, ground and structures.
Knowledge of budget and reporting systems, program analysis and performance measures.
Knowledge of occupational safety and health policies and procedures related to facilities maintenance and repair.
Skill in making decision and problem solving in many areas including supervisory issues.
Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.
Skill in prioritizing, scheduling, assigning and reviewing work.
Skill in safely instructing others in the proper use and application of technical equipment and tools utilized.
Skill in researching, analyzing, interpreting technical manuals and resources.
Skill in oral and written communications with strong emphasis in providing training.
Ability to read, analyze and interpret complex documents including building, grounds and electrical plans.
Ability to determine and prioritize demanding workload.
Ability to handle highly stressful and sensitive situations in a professional manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves traveling to remote locations, driving in adverse weather conditions and exposure to potentially hazardous chemicals and fumes.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; 30 college credit hour or certification in a skilled trade; and four (4) years of work experience in the construction industry, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Construction Management or related field.
- Five (5) years of senior level maintenance and repair technician experience.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by the program's standards of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.