

# Cornerstone Community Action Agency

## Job Description

### JOB TITLE: Facility and Compliance Coordinator

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Exempt (Y/N): No

Introductory period: 180 days

Supervisor: Director of Infrastructure

Work Period: Must not exceed 40 hrs./wk.

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*Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

**CCAA Vision Statement:** To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

**CCAA Mission Statement:** A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**SUMMARY:** Is responsible for maintaining safe, clean, functional, and fully compliant facilities for Child and Family Services. This position oversees facility maintenance and groundskeeping, complies with established preventative maintenance plans, ensures compliance with Texas Child Care Licensing and Head Start Program Performance Standards, coordinates inspections, and supports agency-wide safety and risk-reduction efforts. This position may require flexibility for after-hours inspections, emergencies, and maintenance needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The Facility and Compliance Coordinator will:

#### **Facility Maintenance & Operations**

- Perform and coordinate routine and emergency facility maintenance, including minor electrical, plumbing, painting, carpentry, and HVAC monitoring.
- Prioritize, respond, provide support, and follow-up promptly on work orders to minimize program disruption.
- Coordinate external vendors and repairs as requested by supervisor or program director.
- Maintain tools, equipment, and supply inventories; recommend purchases within budget guidelines.

#### **Preventative Maintenance Planning**

- Complies with established comprehensive preventative maintenance plan for all buildings, playgrounds, vehicles, and equipment.
- Track maintenance activities, warranties, inspections, and equipment lifecycles.
- Identify facility risks and recommend repairs, replacements, or capital improvements.

#### **Licensing & Regulatory Compliance**

- Ensure facilities comply with **Texas Department of Family and Protective Services (DFPS) Child Care Licensing Minimum Standards.**
- Ensure compliance with **Head Start Program Performance Standards (HSPPS)** related to:
- Facility safety and suitability

- Environmental health and sanitation
- Playground and outdoor learning environments
- Emergency preparedness and disaster response
- Ongoing facility monitoring and documentation
- Prepare for, coordinate, and support all announced and unannounced inspections.
- Maintain accurate records, checklists, inspection reports, corrective action plans, and compliance documentation.
- Collaborate and communicate with supervisor and program director promptly to address findings and implement corrective actions within required timelines.

### **Safety & Risk Management**

- Conduct and monitor daily, weekly, and monthly internal safety checklists as established in the preventative maintenance plan.
- Identify hazards and ensure timely corrective actions.
- Support emergency preparedness planning, including but not limited to fire drills, evacuation routes, lockdown and lock out procedures, and severe weather readiness.
- Assist with workplace safety initiatives and staff training as needed.

### **Groundskeeping & Outdoor Safety**

- Support and ensure maintenance of playgrounds, outdoor equipment, walkways, parking areas, and well-manicured landscaping.
- Ensure playground equipment and surfacing meet safety standards provided by Texas Department of Family and Protective Services (DFPS) Child Care Licensing Minimum Standards and the Office of Head Start.
- Monitor outdoor areas for hazards and ensure prompt remediation.

### **Records, Reporting & Collaboration**

- Maintain organized facility, maintenance, safety, and compliance records including data entry.
- Provide regular updates and reports to supervisor and program director.
- Assist with facilities budgeting and planning.
- Work collaboratively with program, education, and administrative staff to support safe learning environments.

Comply with standards of conduct as stated in the HSPPS 1302.90 and Personnel Policies

Complete other duties as assigned by Supervisor, Program Director, or Executive Director

### **General Responsibilities** The staff member will:

- Appearance: Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- Reliability: Ensure he/she can be counted on to carry out assigned responsibilities independently.
- Safety: Safely and properly use, maintain, and operate all equipment for carrying out duties.
- Punctuality: Employee observes regularly scheduled work hours.
- Compliance: Employee follows Agency policies, procedures, and established regulations

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** A High School Diploma or G.E.D. Minimum of 3 years of experience in facilities maintenance, building operations, or a related field. Working knowledge of building systems and safety practices. Ability to understand and apply regulatory standards and document compliance. Experience working in Head Start or childcare licensing preferred. Criminal History and Central Registry Check for Texas Childcare Center will be conducted. Must have a clean driving record.

**Required Skills/Abilities**

*Language Skills:* Must have ability to read and interpret documents such as building plans, specifications, and codes, Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must have excellent verbal and written communication skills and be able communicate in an effective professional manner with the public, agency clients, vendors, and staff.

*Reasoning Ability:* Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

*Mathematical Skills:* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

*Physical Demands:* The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to use hands and fingers. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to physically walk, climb, reach, stand, bend, squat, crawl, and lift up to 50 pounds.

*Other Skills/Abilities:* Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail. Ability to safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, and other construction tools. Must have a current, valid driver’s license. Ability to carry out instructions assigned by Supervisor, or Executive Director.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME