

Cornerstone Community Action Agency

Job Description

JOB TITLE: Facilities Specialist

Exempt (Y/N): No	Introductory period: 180 days
Supervisor: Director of Infrastructure	Work Period: Must not exceed 40 hrs/wk

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.

SUMMARY: Assist and support the Director of Infrastructure in maintaining technology systems and agency facilities and grounds including construction projects. Makes phone calls, assists with purchasing and acquiring job bids, compiles and maintains records, assists Director on Infrastructure with of transactions and other activities related to the Infrastructure component. Helps to ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Infrastructure Assistant, FT will:

1.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Coordinates/Performs maintenance/repair work assignments performed by technicians, vendors and contractors performing building maintenance, transportation, grounds work, and facility projects.				
2.				
Assists in efforts needed to maintain technology, communication systems, and social media.				
3.				
Prioritizes tasks; keeps track of all things that need to be accomplished, monitors progress, and follows-up until tasks are completed.				

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
4. Performs written, computerized, and telephone communications. Keeps accurate records of these communications.				
5. Is a point of contact for sites and staff needing facility or technological support. Follows up with staff to relay information and to ensure support was received.				
6. Provides support in conducting monthly facility inspections to ensure compliance with all health and safety regulations using tools required by HS and/or licensing.				
7. Initiates and completes purchase orders. Procure supplies and materials.				
8. Assists in the evaluating quotes for repairs or construction contracts as needed. Assists with acquiring job bids.				
9. Compiles and maintains accurate and orderly records relating to facilities, projects, work orders, communications systems, transportation and other areas as identified by the Director of Infrastructure.				
10. Must have the ability to establish good working relationships and work harmoniously with others, both as a team and independently.				
11. Comply with standards of conduct as stated in the HSPPS 1302.90 and Personnel Policies				
12. Complete other duties as assigned by Director of Infrastructure				

General Responsibilities The staff member will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. Appearance Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.				
2. Reliability Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3. Safety Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality Employee observes regularly scheduled work hours.				

5. Compliance				
Employee follows Agency policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

Qualification Requirement

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. and experience in building, maintenance, construction, and repair work or any equivalent combination of experience, education and training which provides the knowledge, skills and abilities. Be familiar with the Davis-Bacon Act and the aspects of social media. Criminal History and Central Registry Check for Texas Child Care Center will be conducted. Must have a clean driving record.

Language Skills

Must have ability to read and interpret documents such as 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 groups of people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general 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 deal with problems involving several concrete variables in standardized situations.

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. Must have ability to use measuring instruments for building construction and repairs. Must have ability to estimate labor and material needs for facility maintenance.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, copier, and other office machines.

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 accommodations 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

regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. 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 general 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 lift or move 25 to 100 pounds. While performing the duties of this job the employee will be required to have a range of motion sufficient to permit climbing stairs and ladders, walk, stand, stoop, and crouch for extended periods of time. Must have vision sufficient to read plans, specifications, and reports and to inspect construction details.

**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 a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

<u>This portion to be completed at time of performance evaluation</u>
Accomplishments/Recognition since last review
Specific areas of needed improvement/action items
Recommendations for professional development (seminars, trainings, schooling, licenses, etc.) Head Start Employees must complete a professional development plan.
Supervisor/Manager Comments
Employee Comments
Supervisor SIGNATURE: _____ Date: _____