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Position available:

Wyoming Child & Family Development, Inc. is accepting applications for a Building & Grounds Specialist position for 35 hrs. /wk. – 227 days/yr. with excellent benefits. For application/information: www.wyomingchild.org, or 1-307-836-2751. Closing date 5/4/2018. **“This institution is an equal opportunity provider.”**

For more information see descriptions below:

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

JOB DESCRIPTION

TITLE OF POSITION: BUILDINGS & GROUNDS SPECIALIST

SUPERVISED BY: Health, Safety, Nutrition, Transportation Coordinator

GENERAL RESPONSIBILITY: To assist the Executive Director and management team in the planning, direction, coordination, and implementation of Wyoming Child and Family Development’s building and grounds maintenance, safety and security; ensuring that all State regulations and Head Start Performance Standards are met.

MINIMUM QUALIFICATIONS:

- Experience and aptitude preferred in environmental safety, carpentry, construction, plumbing, and general maintenance and security.
- Must be able to meet time lines and be able to manage multiple priorities.
- Management, comprehensive knowledge of program development, and knowledge of budgeting preferred.
- Must have the interpersonal skills to be able to meet the public and work with program staff.

ESSENTIAL FUNCTIONS:

1. Coordinates and supervises facility needs, projects and Buildings & Grounds Technicians.
2. Evaluate site needs and implement the plans to rectify those needs.
3. Analyze costs associated with building and grounds projects.
4. Maintains driver records for WCFD staff members, including license information, signed transportation forms, etc.
5. Ensures that required registrations and insurance coverages are current for all WCFD vehicles and that appropriate WCFD drivers are listed on the insurance driver’s list.
6. Records appropriate information regarding fuel purchases in order to submit reimbursement request for excise tax.
7. Performs other duties as assigned by the Board or its designee.

8. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.