



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

BUILDING AND FACILITIES SPECIALIST

Department: Head Start

Pay Grade: G10

FLSA Status: Non-Exempt

Reports to: Building and Facilities Manager

POSITION SUMMARY:

Working under general supervision and with moderate difficulty, this position is responsible for conducting the maintenance, repair, construction and renovation projects of buildings, facilities, and equipment, and assists in the development and planning of building and facilities activities, to provide a safe and healthy environment for all program staff, children, and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs construction, renovation, and maintenance projects at facilities to ensure compliance with federal, state, and local regulations and optimal site operations
- Ensures quality of workmanship in compliance with regulations, grant funding, and timelines
- Provides basic maintenance of the vehicle fleet as assigned to ensure the safety of staff
- Conducts grounds maintenance operations and directs contracted grounds maintenance work to ensure a healthy and safe environment for staff, children and families
- Prepares and maintains comprehensive records on purchasing, building data, building sites, and maintenance activities to ensure appropriate program expenditures and compliance with agency procurement policies and procedures
- Assists in the development of the equipment maintenance plan and replacement program to ensure alignment with performance standards and compliance with state, city and county codes and regulations
- Assists in the development of plans, specifications, and cost estimates for remodeling projects
- Assists in the development and maintenance of the energy management program to reduce expenditures and maximize program funding
- Assists in the development, plans, and implementation of enhanced building security to secure the safety of children, staff, and families on site
- Provides on-call coverage for security, fire and other building emergencies to ensure a healthy and safe environment for staff, children, and families
- Other related duties as assigned.

BUILDING AND FACILITIES SPECIALIST... Continued

EDUCATION AND/OR EXPERIENCE:

High school diploma/GED; and 5 years increasingly responsible experience in performing construction and maintenance work; **OR** an equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- Motor Vehicle Report (annually)

CERTIFICATES & LICENSES:

TECHNICAL COMPETENCIES:

- Journeyman level skills
- Construction practices and techniques
- Equipment maintenance

GENERAL COMPETENCIES:

- Analytical thinking
- Communication (written and verbal)
- Critical thinking
- Cultural competence
- Discretion
- Problem solving
- Project management

TRAVEL REQUIRED:

☐ < 5% ☒ < 25% ☐ < 50% ☐ < 75% ☐ 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, finger use, grasping, feeling, talking, hearing, and repetitive motion. Occasional sitting, balancing, crawling, pushing, and pulling.

Physical exertion: ___ Sedentary; ___ Light; ___ Medium; X Heavy; ___ Very Heavy. Work involves exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Visual requirements: Visual acuity for operating machines.

Working conditions: Occasional exposure to dangerous machinery, extreme weather conditions, physical harm, hazardous chemicals and infectious disease.

BUILDING AND FACILITIES SPECIALIST... Continued

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

Executive Director: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____