

FLSA Status: Full-Time Exempt
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Job Title: Facilities and Transportation Manager
Reports To: Director of Finance & HR
Prepared Date: 7-2025

Summary:

The Facilities and Transportation Manager is a highly valued and active member of the Positive Tomorrows team, responsible for overseeing the maintenance, safety, and operations of all company facilities; student transportation and food service. The manager will work closely with other departments to support the company's operational needs.

Essential Duties and Responsibilities:

1. Facility Maintenance Responsibilities.

- Responsible for the maintenance and repair of all company facilities, including HVAC, electrical, plumbing, and structural systems.
- Advise the president on safety and maintenance repairs, oversee work accomplished.
- Manage vendor relationships and contracts for outsourced maintenance services, seeking bids and developing RFP's as necessary while following the budget approval process.
- Responsible for risk management and maintaining appropriate insurance coverage; serving as liaison with external insurance brokers.
- Conduct regular inspections and assessments of facilities to identify areas for improvement.

2. Facility Operations Responsibilities.

- Supervise school nutrition program; ensuring internal policies are followed including budget parameters.
- Manage contract custodial services, ensuring facilities are clean, safe and compliant with all relevant regulations and standards.
- Oversee student transportation program, including vehicle maintenance and upkeep in coordination with Transportation Fleet Coordinator.
- Manage contract security company, ensuring facilities are monitored and secure.
- Responsible for staff and building security including appropriate building access, oversight of cameras, controls and organization wide emergency response protocols.
- Manage panic button programming and staff training.
- Manages all after hours alarms.
- Lead monthly fire and weather drills.
- Oversee maintenance of phone system.

3. Leadership and Management Responsibilities:

- Assist in development of annual operations budget.
- Develop and implement facilities management policies and procedures.
- Plan and oversee capital improvement projects, including renovations and new construction.
- Lead and manage the operations team, including hiring, training and performance evaluations.
- Ensure effective communication and collaboration within the team and with other departments.

- Provide monthly updates at staff meetings.

4. Other responsibilities as assigned by Supervisor

Knowledge, Skills and Abilities:

- Strong knowledge of building systems, including HVAC, electrical, plumbing and structural systems.
- Proficiency in facilities management tools.
- Understanding of regulatory requirements and compliance standards.
- Proven ability to lead and manage a team effectively.
- Strong decision-making and problem-solving skills.
- Ability to motivate and develop staff.
- Excellent verbal and written communication skills.
- Ability to communicate effectively with all levels of the organization.
- Strong negotiation and conflict resolution skills.
- Ability to manage multiple projects and priorities simultaneously.
- Detail-oriented with strong analytical skills.

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Operates with safety in mind for self and others.
- Able to excel in a dynamic work setting with multiple projects and pressured deadlines.
- Able to establish and maintain effective internal and external working relationships.
- Ability to work collaboratively with other departments.
- Attention to detail; committed to quality and to satisfaction of clients, volunteers, and staff.
- Able to organize and manage complex tasks.
- Friendly, outgoing personality – ability to work well with people from diverse backgrounds.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data.
- Project Management - Develops project plans. Technical Skills - Shares expertise with others.
- Customer Service - Meets commitments.
- Teamwork - Able to build morale and group commitments to goals and objectives.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Undertakes self-development activities; Seeks increased responsibilities; Takes

independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in a timely manner.
- Safety and Security - Uses equipment and materials properly.

Qualifications:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Facilities Management, Engineering, Business Administration, or related field.
- Minimum of 7-10 years of experience in facilities management, with at least 3 years in a leadership role.
- Strong knowledge of building systems, maintenance practices, and regulatory requirements.
- Excellent leadership, communication, and organizational skills.
- Ability to manage multiple projects and priorities simultaneously.

Supervisory Responsibilities: Supervises Transportation Fleet Coordinator, Operations Assistant/Driver, Kitchen Lead, Kitchen Assistant/Driver, and Receptionist

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.
- This position may require occasional evening and weekend work.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift and carry 25 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.

Must be able to reach at or below shoulder level.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____