

CCRC, INC.

POSITION: **TRANSPORTATION & FACILITY MAINTENANCE MANAGER**

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Executive Director

DATE UPDATED: July 13, 2016

GENERAL DUTIES:

Responsible for development, implementation, and coordination for CCRC, Inc.'s transportation, homes and facility maintenance in accordance to the Developmental Disability Waiver Standards (DDSD), NM Department of Transportation (NMDOT), Housing and Urban Development (HUD) requirements, Navajo Nation Office of Environmental Health (OEH), and Navajo Housing Authority (NHA). Assist and support the administration department in administrative functions.

SPECIFIC DUTIES:

1. Plan and coordinate CCRC, Inc.'s transportation needs by maintaining an efficient system that includes a comprehensive key system, maintenance schedule, vehicle assignment, vehicle safety (safety equipment) and cleanliness.
2. Ensure vehicles have all current documents (registration, insurance cards, accident reports, etc.) in the vehicle binder.
3. Ensures vehicle maintenance is completed in accordance to the vehicle maintenance schedule (oil changes, tire rotation, transmission flush, etc.) and other necessary repairs that need to be done to have the vehicle running and functioning safely for preventive maintenance.
4. Plans, schedules, and coordinates for CCRC vehicles to be maintained from the daily inspection and the submission of a vehicle maintenance request.
5. Ensures and coordinates, repairs (windshield wipers, fluid, new tires, etc.) and the cleaning of the vehicle is completed.
6. Responsible for obtaining quotes for purchase of fleet and facilities over \$2500.00 in accordance with the CCRC Accounting Policy.
7. Responsible for the safekeeping of all maintenance tools and equipment and review inventory quarterly.
8. Compiles and maintains records for CCRC vehicles that includes mileage, record of repairs in accordance to New Mexico Department of Transportation.
9. Responsible to verify that employees have a valid driver's license prior to operating a CCRC vehicle. Maintains a list of authorized CCRC drivers.
10. Able to operate tractor, a tractor with plow, back up trailers, loading and unloading of equipment along with maintaining maintenance of equipment.
11. Will assist in training employees on wheelchair tie-down restraints, when assigned to operate a vehicle involving a wheelchair.
12. Is responsible to maintain safe and healthy facilities and vehicles by following service standards and regulations.
13. Ensure that compliance of safety regulations concerning facility/transportation in accordance with the funding agencies.
14. Ensures compliance by providing a corrective action plan and its implementation as required by funding agencies.
15. Ensure emergency drills (fire, toxic, flood and tornado) are conducted in accordance with service standards and regulations.
16. Ensure fire extinguishers are updated with proper tags and are in compliance with safety regulations.
16. Supervises the maintenance assistants and completes performance evaluations according to CCRC, Inc. Policies and Procedures.
17. Assist Human Resource Manager with worker's compensation claims and completes insurance claims.

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18. Assists the Executive Director in program planning, proposals, grants, and presentations relating to CCRC's transportation needs and activities.
19. Is responsible for the maintenance of all CCRC facilities, assists with the inspections and completes the corrective action plan in the established timeframe from Housing of Urban Development.
20. Coordinates transportation for travel and CCRC sponsored activities.
21. Will assess repair projects and determines if the work is to be performed in-house or contracted out. (Estimates costs for materials and labor)
22. Conducts worksite inspections during work progress to ensure proper safety and quality work performance.
23. Team leader at the Strategic Planning Session, responsible to develop the annual budget and goals for the Transportation and Facilities Maintenance Department.
24. Ensures CCRC vehicles used to transport consumers with physical disabilities to be accessible. Lifts and other equipment will be safe working order.
25. Consults regularly with departments to discuss ways to improve and strengthen the operation of CCRC, Inc.
26. Maintains professional and technical knowledge by attending education workshops, establishing personal networks with similar providers
27. Ensures that a basic first aid kit and fire extinguisher is kept in all CCRC vehicles.
28. Requires activities involving being around moving machinery, working in adverse weather conditions and remote areas, and exposure to dust, fumes, and gases.
 - a. Be prepared for weather conditions such as heat, snow, rain, wind, and dust storms.
 - b. Take protective measures (i.e. safety gloves, mask, glasses, steel toe shoes, appropriate work attire).
29. Other duties as assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires attention to detail and extensive computer keyboarding in a general office environment; stooping, bending, and lifting automotive equipment weighing up to 100 pounds when inspecting, cleaning, or refueling vehicles.

QUALIFICATIONS:

1. Associates of Applied Science in Construction Technology, or a Journeyman Certification, and/or Five years administrative or supervisory experience with current training in Plumbing, Heating/Cooling, Carpentry and Vehicle Maintenance.
2. Need excellent writing and communication skills
3. High School diploma or GED
4. Valid State Driver License
5. Employee Abuse Registry Clearance
6. Caregivers Criminal History Screening Clearance

SALAR Y RANGE: \$32,330.00 - \$65,130.00 depending on experience/qualifications.