

JOB ANNOUNCEMENT

Organization: Tuskegee-Macon County Head Start/Early Head Start

Position: Lead Operations Specialist (Facilities/Maintenance/Transportation)
(Full-time with Benefits)

Location: Tuskegee and Notasulga

DESCRIPTION OF POSITION:

This position is responsible for coordinating the maintenance, facilities, and transportation efforts for Tuskegee-Macon County Head Start/Early Head Start. Coordinates maintenance and facilities activities (operations) for the upkeep of buildings, landscapes, vehicles, and offices and coordinates a range of custodial, maintenance and transportation activities.

MINIMUM QUALIFICATIONS:

Must possess, at minimum, a high school diploma AND 5 years supervisory experience in a similar field. An Associate degree is however preferred. Experience in cleaning and basic maintenance is required. Electrical, plumbing and watering systems experience is a plus. Knowledge of state, federal and local licensing requirements in facilities/maintenance. Working knowledge of all laws relating to facilities maintenance. Must meet criteria for background screening as required for childcare licensing and other federal, state and local regulations. Must be able to successfully pass a drug screening. Possess a valid driver's license and automobile liability insurance and be insurable under TMC HS/EHS policies.

QUALIFIED APPLICANTS SHOULD SUBMIT:

Resume and Cover Letter or Application to:

Tuskegee-Macon County Head Start

Re: Lead Operations Specialist

103 W. Martin Luther King Hwy.

Tuskegee, AL 36083

OR

Email: tgriffin@tmcheadstart.com

Application: <http://tmcheadstart.com/careers/>

EQUAL OPPORTUNITY EMPLOYER

Position open until filled