

Facilities Administrator

Work Hours: Monday – Friday

Office Location: McKenzie, TN

Position Type: Full-Time • Exempt Position • 12-Month Position • 80 Hours Biweekly

Pay Rate: \$25.91/hour (based on education and experience)

Essential Job Duties: The Facilities Administrator is the primary administrator overseeing all facilities to ensure that children in our care have a safe and healthy environment for learning. This person is also responsible for coordinating the center transportation services for children and families. The Facilities Administrator provides comprehensive oversight of the maintenance, safety, and regulatory compliance of all Head Start and Early Head Start facilities and playgrounds, ensuring full adherence to Tennessee Department of Human Services licensing requirements, Head Start Performance Standards, and all applicable state and local fire codes. The position further manages transportation operations by coordinating schedules, supervising staff, ensuring regulatory compliance, approving expenditures, maintaining all transportation files, reviewing mileage reports, and overseeing the maintenance of all program vehicles. The Administrator also supervises construction and repair projects, prepares estimates and diagrams, manages procurement processes including contractor bonding and workers' compensation verification, ensures compliance with the Davis-Bacon Act when applicable, and oversees environmental safety such as chemical management and impact assessments. Assist in preparing estimates for all facility improvements by drawing diagrams, sketches, and basic floor plans. Assist in budget and grant preparations by providing necessary estimates on facilities and playgrounds. Execute or supervise construction projects needed for repairs, remodeling and expansion of interior space, exterior space, storage facilities and parking lots. Attend to the environmental impact of any chemical or expansion project on Head Start grounds and contiguous properties. Maintain records of facilities and playgrounds. Ensure all staff receive new hire orientation in facilities, custodial duties, MSDS, playground and disposal of equipment. Oversee maintenance for all program vehicles. Plan and schedule all training for transportation staff and other employees with CDL and PS endorsements. Ability to read blueprints. Ability to supervise and provide leadership. Possesses negotiation and mediation skills. The Administrator serves as the primary after-hours contact for facility-related emergencies and ensures that new staff receive complete orientation regarding facility procedures, custodial responsibilities, material safety data standards, playground safety, and proper disposal of equipment. Strong organizational skills and the ability to manage multiple facilities across counties are essential.

Qualifications: Required qualifications include a High School Diploma with demonstrated knowledge, skills, and abilities in construction, facilities, or maintenance; five years of experience in construction or maintenance-related fields; a minimum of five years of management and supervisory experience; a valid Tennessee Driver's License and a personal vehicle with liability insurance; the physical ability to lift or move up to one hundred pounds and perform facility-related tasks; and strong written and verbal communication skills. Preferred qualifications include a degree in Construction Technology, Business, or a related field; a current Commercial Driver's License with Passenger and School Bus endorsements or willingness to obtain them within ninety days of hire; a current Medical Examiner's Certificate or willingness to obtain one within ninety days; First Aid and CPR certification; and willingness to obtain Lead-Based Paint and Playground Safety certifications.

The work schedule is Monday through Friday in a full-time, twelve-month capacity with required travel across multiple counties and participation in an on-call rotation for emergencies.

**A detailed job description will be provided during the interview process.*

Deadline To Apply: Monday, March 23, 2026

How to Apply

- Online: www.nwcommunityaction.org – Careers Tab – Online Application
- Email: Applications12579@nwtncap.org
- Mail: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program, Attn: Human Resources, Suite 212, 231 South Wilson Street, Dresden, TN 38225
- Applications may be picked up at any Head Start/Early Head Start center or requested by calling 731-364-4825.
- All required documentation must be submitted. Faxed applications will NOT be accepted.

Our Mission:

Helping people, changing lives in our community through education, partnerships, and delivery of quality services in Northwest Tennessee.