

# Facilities Administrator

**Work Hours:** Monday through Friday

**Position Type:** 12-Month/80 hr. – Biweekly/Full-time Position

**Pay Rate:** \$25.91 hourly Based on Education

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**Essential Job Duties:** 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. Ensure that all facilities are in compliance with Tennessee Day Care licensing requirements, Head Start Performance Standards and state and local fire codes. Ensure that playgrounds are safe and play structures are sound by initiating a yearly playground inspection. Assist in preparing estimates for all facility improvements by drawing diagrams, sketches and basic floor plans.

**Qualifications:** High School Diploma with knowledge, skills and abilities in construction/facilities are required. Construction Technology or a Business degree from an accredited university or a related field is preferred. Five (5) years experience in construction or maintenance related fields. Minimum of five (5) years of management and supervision. Current Commercial Driver’s License with PS Endorsement or willingness to obtain within 90 days of hire is preferred. Current Medical Examiner’s Certificate (CDL physical card) or willingness to obtain within 90 days of hire is preferred. Should also possess good written, verbal, and computer skills, preferred. Valid Tennessee driver’s license and vehicle with liability insurance.

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

**Deadline To Apply:** Friday, April 18, 2025

## **\*\*How to Apply:**

- Online at our website [www.nwcommunityaction.org](http://www.nwcommunityaction.org) – Careers Tab – Online Application
- Email completed application to [Applications12579@nwtncap.org](mailto:Applications12579@nwtncap.org)
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program  
231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- Our program accepts employment applications on an on-going basis

We are an equal opportunity employer! “We Make a Difference”.