



**Position:** Facilities Manager

**Summary:** This position is responsible for ensuring our physical facilities and spaces are well-maintained and operating efficiently—including both energy efficiency and costs. This includes participation in contract negotiations, leading/coordinating facility maintenance, and purchasing equipment and supplies for our shelters, housing, drop-in centers, and office spaces throughout Benton and Linn Counties.

**Responsibilities**

- Ensure compliance with all Occupational Safety & Health Administration, Department of Human Services, and any other federal, state, and local safety and security protocols
- Build and maintain a “Safety Team” to ensure safety/security protocols
- Work with Program Director, Program Managers, and other staff to develop and maintain maintenance check-lists and a maintenance request process
- Develop and execute an asset tracking process to ensure preventative maintenance and replacement
- Educate staff about basic building maintenance
- Develop and maintain “how-to” guides on each site to work with each site’s quirks. Example: Alarm systems.
- Work with the Finance Director to develop an annual facilities budget and track performance against the budget throughout the year
- Execute equipment audits and asset tracking
  - a. Appliances
  - b. Heater & AC systems
  - c. Plumbing
  - d. Security systems
- Coordinate with landlords on maintenance and repairs, as required by leases, memoranda of understanding, etc.
- Coordinate contractor compliance, including signed forms, for liability, confidentiality, etc.
- Schedule and oversee contractors for repair and maintenance projects, such as landscaping, painting, deep cleaning/sanitizing
- Develop, maintain, and educate staff on a supply-order process
- Coordinate the purchase and delivery of supplies to sites, such as:
  - a. Furnishings
  - b. Office supplies
  - c. Kitchen, bathroom, cleaning supplies
  - d. Other as needed
- Coordinate moving of furniture, appliances, youth’s belongings, etc. as needed
- Coordinate with leadership on the implementation of new building projects, including the planned major shelter renovation

- Work with the Finance Team and Development Team to determine when maintenance projects should be outsourced to contractors and volunteers or performed in-house.
- With the support of the Volunteer Coordinator to oversee maintenance volunteers and volunteer service projects, including advising on needs, gathering supplies, and working directly with volunteers. Examples: putting together shelving and other furniture, mowing and yard maintenance, touch-up painting and pressure-washing sites
- Work with served youth to prevent and repair damages to shelter/housing and equipment.
- Follow confidentiality policies to protect youths' privacy.
- Work with Program Managers, youth, and volunteers to maintain fleets of bikes used by youth.
- Work with Finance Director and Program Director to understand each facility's IT needs, and report performance of current solutions. Work with IT contractors and providers to install phones, computers, network, etc. and maintain them. This includes being on-call when the internet goes down or when other urgent technical issues arise.
- Implement strong on-site ecologically sustainable practices with supervisors and maintain them
- Participate in the Facilities Committee of the Board of Directors
- Must understand and follow all child care agency licensing rules that apply, including confidentiality.

**An ideal candidate has the following skills and qualifications:**

**Required**

- At least three years' experience with maintenance projects
- A good driving record
- Pass a background check
- Ability to work independently but able to thrive in our highly collaborative work environment
- Ability to employ flexibility and creativity in the face of ambiguity and challenge
- Ability to take ownership and drive activities to completion.
- Good customer service ethic and professionalism working with contractors, vendors, and volunteers
- Comfortable working in a youth services environment.

**Desired**

- Purchasing and/or light IT experience is a plus.
- Proven organizational and project management skills.
- Commitment to Jackson Street's mission and values
- Black, Indigenous, and People of Color – as well as those having lived experience with youth homelessness – are encouraged to apply

**Pay and Benefits:** This position is full-time and pays \$17-19/hour, depending on experience. Jackson Street benefits include paid time off and holidays; employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan; Employee Assistance Program (EAP); and discounted Verizon phone service. Our employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.