Facilities Specialist

STATUS: Part-time, 20-25 hours/week
SALARY: $17.00/hourly, health, dental, retirement, generous paid time off
HOURS: Varies, Flexible
SUPERVISOR: Emergency Services Manager

OBJECTIVE: To maintain the physical safety and upkeep of our two shelter programs by completing small repairs and maintenance tasks, and coordinating projects with contractors, cleaners, etc.

CORE FUNCTIONS:
1. Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, the Bradley Angle Ethical Commitments and the Bradley Angle Organizational Values.
2. Identify maintenance and facility issues at the Bonnie Tinker shelter, and complete small repairs and maintenance tasks. For large repairs and projects, solicit bids for outside contractors and secure contracts, and supervisor contractors when on site.
3. Maintain heavily-used appliances, such as dishwasher, washer and dryer, refrigerator, and freezers. Arrange for repairs when needed.
4. Ensure that Bonnie Tinker shelter is in compliance with all contractual obligations and sustainable practices. Including working with the Fire Marshall, and organizing quarterly fire drills.
5. Ensure that the shelter facility is organized and clean. Including working with our Development Department to obtain in-kind donations.
6. Manage the van usage schedule and van maintenance needs.
7. Purchase supplies at Costco, the Oregon Food Bank, etc., and track all expenses in an accurate and timely manner.
8. Support staff in keeping clean community spaces, including completing janitorial tasks as needed, and training staff in the shared cleaning schedule.
9. Some light yard work. Hire and oversee contractors for large projects.
10. Assist in turning over rooms when new families are screened in, including identifying needed repairs, and keeping linens and other move-in items stocked.
11. Support the safety and maintenance of Tami Best apartment units and the Bradley Angle Resource Center, primarily by purchasing and delivering supplies, making small repairs, and scheduling contractors.
12. Ensure the physical safety of participants by implementing emergency procedures as appropriate and necessary (See: Program Specific Procedures and Safety Manual).
13. Maintain effective communication with all Bradley Angle shelter staff to ensure seamless service delivery for participants and their children.
14. Attend shelter site, All Staff, and other meetings as required.
15. Maintain the confidentiality of our shelter locations and participants’ information.
QUALIFICATIONS:

All employees are expected to demonstrate:
1. The ability to relate to adult and youth domestic violence survivors from diverse backgrounds.
2. The ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
3. Respectful listening and verbal communication skills.
4. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
5. Ability and willingness to work as part of a team.

Additional qualifications for Facilities Specialist:
1. Experience with operations and facilities management, or other experiences in construction and facilities trades.
2. Ability to organize and prioritize multiple tasks.
3. Ability to work independently.

APPLICATION PROCESS
Please review the qualifications we are looking for and take the time to look at our website, www.bradleyangle.org to become familiar with our mission and programs. We want to read resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement. Shifts for this position are flexible, though some will need to be during standard weekday working hours. Submit resumes and cover letters to: jobs@bradleyangle.org with the subject line “BA Facilities Specialist.”