



Position Description

Facilities Manager

Status: Full time, may include evenings and weekends.

Organizational Relationships: Reports to Executive Director.

Agency Conformance Statements:

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, clients, donors, and outside agencies
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations

Position Purpose

The facilities manager is responsible for the management of services that support the core business of the organization. The facility manager ensures that the organization has the most suitable working and living environment for the employees and clients. The facilities manager will focus on using best business practices to improve efficiency, by reducing operating costs while increasing productivity. They will work with all agency personnel to respond to requests for repairs, maintenance, and housekeeping. This employee must be able to perform the repairs and maintenance or to find inexpensive outside providers to accomplish the tasks.

Responsibilities and Duties:

Oversee building and grounds maintenance, health and safety, security, utilities and communications infrastructure and space management. Including:

- Coordinate all services related to building operation and maintenance; respond to complaints regarding the agency facilities; arrange for and monitor building and grounds maintenance, upkeep or reconditioning of agency properties.

- Provide a timely response to work orders, projects and requests for repairs to Community Outreach building, childcare annex, 4th Street building and grounds.
- Direct and plan essential central services such as security, maintenance, HVAC, waste disposal and recycling.
- Ensure Community Outreach's compliance with state and federal safety requirements. This will include working with the Corvallis Fire Department on the annual fire safety check and assuring compliance with their requests, including conducting and documenting quarterly fire drills.
- Project management and supervising and coordinating work of contractors and vendors.
- Schedule, complete and maintain onsite preventative maintenance program.
- Purchase maintenance supplies as necessary and approved within budgetary guidelines.
- Point of contact for emergencies or urgent issues as they arise.
- Serve as the chair of the Community Outreach safety committee.
- Other duties as assigned.

Qualifications:

High School diploma or GED. A minimum of three years' experience in facilities maintenance positions or a background in carpentry, plumbing or other skills. Knowledge of HVAC and plumbing. Must possess strong communication, time management and organizational skills. Must be able to work effectively as a team leader and be able to work with staff and clients. Must be able to perform or delegate tasks identified by the position description. Good organizational, communication, and customer service skills and the ability to maintain clear professional boundaries with clients and staff members are required.

Must have a valid Oregon driver's license and ability to qualify as a driver on COI's automobile insurance policy.

Special Position Requirements:

- Ability to make well-reasoned decisions affecting clients and staff
- Ability to communicate effectively with clients, staff members, and outside vendors
- Ability to understand and consistently follow the rules and policies of the agency
- Ability to create and maintain the highest levels of confidentiality when dealing with client information and sensitive situations.

Compensation and Benefits:

- This is a full-time, hourly position. Wage range \$17-22/hour. Offer will be dependent on experience and qualifications.
- We believe in work-life balance, and provide flexibility regarding schedules and work locations when possible.
- We provide Paid Time Off and paid holidays to eligible employees.

- We provide medical, dental, vision, short- and long-term disability, and life insurance with COI covering a portion of the premium for medical and dental insurance for eligible employees.

About Community Outreach, Inc:

COI's mission is to help people help themselves lead healthy and productive lives. Founded in 1971, the organization provides basic human services for homeless and very low income individuals and families in Linn, Benton and Lincoln counties in Oregon, including transformational housing, case management, nature-based childcare, food distribution, medical and dental clinics, and rehabilitative counseling.

Community Outreach responds to human needs by providing direct services, and by collaborating with other agencies and organizations. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles. They guide our individual efforts, and inform the thousands of small-scale decisions and interactions Community Outreach is a part of every day. COI is embarking on a 2-year process to transform our services and culture to adopt equity diversity and inclusion practices and improve access for clients of color and other marginalized populations.

To apply:

Submit a cover letter outlining your applicable experience and suitability for the job along with your resume or curriculum vitae.