



PO Box 285 ◦ Corvallis, OR 97339

PO Box 1984 ◦ Albany, OR 97321

1-800-901-2904

[www.jacksonstreet.org](http://www.jacksonstreet.org)

### **Position: Facilities Manager**

**Purpose:** 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 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
- Work with Program Director, Program Managers, and other staff to develop and maintain maintenance check-lists and a maintenance request processes
- Develop and execute equipment audits and asset tracking process to ensure preventative maintenance and replacement
  - a. Appliances
  - b. Heater & AC systems
  - c. Plumbing
- Perform consistent maintenance on Jackson Street vehicles
- Coordinate Jackson Street vehicle driver safety and training
- Work with the Finance Director, Program Director, and BOD Facilities Committee to develop an annual facilities budget and track performance against the budget throughout the year
- Educate staff about basic building maintenance at team meetings or other designated times
- Develop and maintain “how-to” guides on each site to work with each site’s quirks. Example: troubleshooting electrical in power outage
- 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
- Coordinate the delivery of supplies to sites in collaboration with the Admin. Assistant
- Coordinate moving of furniture, appliances, etc. as needed
- Coordinate with leadership on the implementation of new building projects
- Support set up and take down of large events and annual fundraiser
- With the support of the Volunteer Coordinator 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, recreation equipment maintenance, etc.
- Work with Program Managers to support and teach served youth to prevent and repair damages to facilities and equipment
- Follow confidentiality policies to protect youths’ privacy.
- Implement strong on-site ecologically sustainable practices with Program Managers 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.
- Other duties as assigned



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**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.
- Commitment to Jackson Street's mission and values

**Desired**

- Purchasing and/or light IT experience is a plus.
- Proven organizational and project management skills.
- 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 (40 hours/week) with a starting annual salary of \$52,790, 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.