



Facilities Manager

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day activities of the Facilities Manager position at Vera House, Inc., which includes maintaining the facilities of the main office and shelter locations.

Job Reporting Relationships:

Supervisor: Director of Finance

Supervises: None

Basic Qualifications:

Education/Training: Associates degree in a related field preferred

Competencies:

- Ability to read and understand basic operating instructions
- Ability to adapt to demanding situations and work well under pressure
- Demonstrate aptitude for completion of tasks
- Planning, organizational, and time management skills
- Ability to develop positive, compassionate rapport with victims of domestic violence, sexual assault or other violent trauma
- Prompt response to crisis as well as thorough and consistent follow up with clients/victims and delivery systems
- General aptitude in all areas of residential maintenance
- Ability to solve complex problems and demonstrate critical thinking
- Ability to multi task

Ability to work independently

Ability to work in a fast paced environment

Demonstrated team player

Appreciation and respect for other cultures and people of diverse backgrounds

Experience: previous maintenance and facilities experience

Essential Duties: Serve as a liaison and build positive working relationships with community members and partnering agencies

Adhere to all Vera House policies, procedures and safety protocols

Ensure a warm and welcoming environment to all visitors

Manage difficult and/or emotional client situations and respond promptly to client needs

Maintain facilities in a condition of excellence, cleanliness and safety on a daily basis

Purchase and maintain supply inventory, as needed

Assist in the coordination of pick-up and delivery of Agency donations

Responsible for on-going upkeep and general maintenance of shelter, shelter grounds and vehicles, including plumbing, carpentry and painting

Oversight and planning for major shelter renovations and repairs, including working closely with outside contractors, board members, volunteers and staff

Perform safety checks and emergency repairs

Ensure that all services are maintained in accordance with the Agency's mission and goals

Ancillary Duties

As an integral member of the organization, this position is responsible to provide related assistance wherever necessary to help the Agency achieve its goals and embrace and promote the Vera House mission.

Equipment/Machines

Telephone, automobile, computers, copier, fax machine, power tools, power yard tools

Physical Demands

Mobility to work in a residential group home setting, vision to read printed materials, distance vision suitable of independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individual must be able to lift 50 pounds. Accommodations may be made for some of these physical demands for other qualified individuals who require and request such accommodation.

Work Environment and Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level and work environment is usually moderate. The air quality is usually moderate. There is exposure to physical risk.

SALARY RANGE

- \$19 to \$23/hr

Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested candidates should submit a resume and cover letter to:

jobs@verahouse.org