



**POSITION:** Facilities Specialist at Next Steps Family Shelter

**EMPLOYED BY:** Executive Director

**RESPONSIBLE TO:** Program Director-Family Housing Stabilization

**CATEGORY:** NON-EXEMPT

**POSITION DESCRIPTION:** The Facilities Specialist is responsible for maintaining the shelter units and grounds. The Facilities Specialist is responsible for repairing and turnover of shelter units.

**FACILITIES SPECIALIST RESPONSIBILITIES:**

- Travels between shelter units to inspect units for safety and habitability.
- Manages and performs all work related to the maintenance of shelter units including but not limited to custodial and repair of the units.
- Repairs and/or installs doors, windows, and cabinets.
- Coordinates the repairs and/or installs electrical and plumbing fixtures.
- Maintains equipment for cleaning and repairing shelter units. Also maintains accurate records of all maintenance repairs. Performs repairs or gets authorization to have repairs made as needed.
- Maintains cleaning and repair supply inventory list and reviews list quarterly.
- Keeps units safe by making sure they meet building code requirements.
- Works with Program Director to report problems, solutions, and costs associated. Provides a weekly status update on all work and projects.
- Develops and maintains a relationship with all contactors and vendors ensuring efficient facility operations.
- Assists Program Director when a change needs to be made requiring a change to facilities.
- Works a flexible schedule including evenings and weekends as necessary.
- Participates in program staff meetings and conferences to share ideas and plans; works cooperatively with staff to meet FACETS goals.
- Represents FACETS in the community, in accord with Agency Mission, Vision, and Code of Ethics.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent diploma/GED required plus at least two (2) years of experience in capacity having overall responsibility for facility maintenance, sanitation and over-all janitorial duties.
- Ability to coordinate, monitor, and ensure work is completed by self, volunteers, or by contracted vendors.
- Must be able to perform facility and household repairs including, but not limited to, electrical work, plumbing, and installing household fixtures.
- Must be able to perform housekeeping and janitorial techniques; and be able to maintain program records. Must be able to ensure adequate supplies are maintained and available for accomplishing tasks.
- Must be able to lift and move furniture.
- Ability to communicate clearly and concisely, both orally and in writing.
- Results-oriented, highly organized.

- Individuals who have knowledge of homelessness and housing issues or have participated in homeless or housing programs are encouraged to apply.
- Candidate must possess a valid driver's license, reliable transportation, good driving record, and personal car insurance.
- Candidate must be able to drive 15 passenger van.
- Criminal, CPS, DMV background checks and TB Tests required.
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To apply, please email resume and cover letter to [Employment@FacetsCares.org](mailto:Employment@FacetsCares.org)

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