



## **Housing Matters Facilities Manager**

### **Reports to: Chief Operating Officer (COO)**

#### **Definition**

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief, and non-recurring.

Housing Matters is seeking an experienced candidate with strong organization, communication, and problem solving skills to oversee facilities management within our organization. This position reports to the Chief Operating Officer.

#### **Typical Job Duties**

- Hands on management to ensure safe and smooth operation of all Housing Matters' buildings and campus grounds safely. This includes creating and implementing a facilities maintenance plan, policies & procedures, and overseeing emergency and ad hoc repairs, regular maintenance, and vendor management.
- Responsible for oversight of all facilities operations
- Supervising a team of 1 maintenance technician and 3 custodians.
- Coordinating vendors, managing deadlines and project quality control.
- Assessing, evaluating, and coding all vendor bills for payment.
- Maintaining and tracking inventory and ensuring adequate supplies are on hand.
- Responsible for managing the facilities maintenance budget and reviewing all vendor invoices and payments for accuracy.
- Maintain processes and procedures to comply with all federal and state safety regulations.
- Responsible for managing the fleet of vehicles which includes overseeing vehicle maintenance, enforcing Housing Matters' vehicle policy and maintaining records, and supervising staff vehicle reservations.
- Other duties as assigned

#### **Employment Standards**

Thorough knowledge of:

- Budgeting, planning, implementing and managing projects
- Building and maintaining vendor relationships
- Building maintenance and inspections
- OSHA compliance; environment, health and safety.

- Managing renovations and refurbishments.
- Advanced verbal and written communication skills
- Microsoft Office and Google Suite
- Principles and techniques of supervision and training

Some Knowledge of:

- De-escalation and Trauma Informed Care
- Factors contributing to homelessness in Santa Cruz County

### **Ability to**

- Multitask to manage frequent, necessary interruption while completing and meeting project deadlines.
- Communicate effectively and respectfully with people of diverse lifestyles, backgrounds, ethnic and cultural groups.
- Utilize excellent problem solving and decision making skills.
- Work efficiently under pressure with little to no supervision.
- Interface equally well with the Board of Directors, staff, donors, volunteers, and the general Housing Matters Community.
- Supervise, coach and motivate maintenance staff.
- Work comfortably in a fast paced, flexible working environment.
- Remain organized, schedule and plan accordingly, and anticipate potential outcomes and consequences of all tasks and projects.
- Ensure OSHA compliance and a safe environment for staff, vendors and shelter guests.
- Lift 60 lbs

### **Training and Experience:**

- 5+ years of full time work experience in facilities management, construction or related fields.
- Bachelor's degree or equivalent experience in the field required.

### **Hours and Salary**

This is a full time, salaried, exempt position starting at an annualized salary of \$62,400. Occasional evenings and weekends required. Health Insurance, PTO and Vacation Benefits begin after an introductory period.

### **To Apply**

Please email a cover letter and resume to the attention of Human Resources at [recruiter@housingmatterssc.org](mailto:recruiter@housingmatterssc.org). No Phone calls or faxes. Housing Matters is an Equal Opportunity Employer.