

Facilities, Maintenance, and Purchasing Supervisor Job Ad

This position is located in Grass Valley, California (a halfway point between Lake Tahoe and Sacramento).

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

Experienced maintenance, custodian, and facilities staff encouraged to apply! The Facilities, Maintenance, and Purchasing Supervisor is a custodian extraordinaire—someone gifted at tinkering, fixing, professional purchasing, and maintaining a variety of building and facility related projects. While custodian-related activities are the primary focus, the Facilities, Maintenance, and Purchasing Supervisor assists in other meaningful areas to support Hospitality House in its mission to transition people from homelessness to housing.

POSITION SUMMARY

Under the direct supervision of the Human Resources and Administration Director, the Facilities, Maintenance, and Purchasing Supervisor is responsible for overseeing all facilities, maintenance, and purchasing projects and programs, in a safe, timely, and cost-effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees inspections of physical plants, furnishings, and equipment on a regular basis identifying repairs and/or improvements.
- Recommends repair and replacement strategies to the HR and Admin Director in a timely and appropriate manner.
- Manages all preventive maintenance projects at Utah's Place, the Sierra Guest Home, Administrative Building, and other property as needed.
- Ensures the completion of all repairs within areas of expertise including, mechanical, electrical, plumbing, carpentry, and painting in accordance with statutory codes as needed.
- Serves as Agency Liaison to purchasing and repair vendors as needed.
- Identifies bidding needs, sources appropriate contractors, reviews and submits bids to appropriate Department Directors and/or other agency decision makers.

- Ensures strict adherence to fire, safety and hazardous chemical procedures.
- Addresses all safety concerns and/or equipment problems to the HR and Admin Director with appropriate urgency.
- Ensures outdoor and parking areas are clean, in good repair, and free of debris.
- Assists in lifting and transporting heavy objects, including receiving shipments and furniture.
- Properly checks out and returns all agency tools and equipment.
- Supports the Office Assistant and Recruitment Coordinator with administrative building duties as needed.
- Supports the Development Department donation program.
- Oversees agency purchasing program including working with the Shelter Operations Supervisor, Sierra Guest Home Manager, and Office Assistant and Recruitment Coordinator to inventory, purchase supplies, and maintain logs.
- Ensures all supplies are delivered to appropriate locations.
- Works with Shelter Operations Supervisor and the Sierra Guest Home Manager to ensure dumpsters are utilized correctly including that all boxes are broken down, recycling is disposed of in the proper container, and the garbage area is kept free of debris.
- Communicates effectively and efficiently with outside vendors and partners, agency staff, the Facilities and Maintenance Technician, and the Leadership Team.
- Attends meetings as needed including the Leadership Team meeting.
- Serves as Facilities, Maintenance, and Purchasing Department advisor the Executive Director.
- Shelter duties as assigned.
- Other related duties as assigned.

BUSINESS NECESSITY

The needs of Hospitality House may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how business is conducted. This may include, but is not limited to, organization structure, finances, goals, personnel, work processes, technology, and customer demands. Therefore, it may become necessary to make modifications to how business is conducted, and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employee must be capable of adopting with minimal or no advance notice, to change in how business is conducted, and work is accomplished, with no diminishment in work performance.

SAFETY AND SECURITY

All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to management.

SUPERVISORY RESPONSIBILITIES

This position supervises the Sierra Guest Home Facilities and Maintenance Technician.

QUALIFICATIONS

Facilities and Maintenance Technician Full-time Job Description

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of volunteers, shelter guests and employees of the organization.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of: Internet Software; Word Processing Software (Word); Electronic Mail Software (Gmail).

CERTIFICATES, LICENSES, REGISTRATIONS

Current vehicle insurance and a valid CA state driver's license.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS

- Possesses good "people skills" and is comfortable working within a collaborative work setting.
- Has a natural ability to show compassion and empathy while also being firm, fair and consistent in upholding the rules of Hospitality House. Modifies words and actions by gauging individual needs and the state of mind of guests/clients.
- Experience working with vulnerable populations such as those experiencing homelessness preferred but not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and walk (including up and down stairs); use hands to finger, handle, or feel; reach with hands and arms; talk and hear; smell.

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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 the essential functions.

The noise level in the work environment is typically moderate to high with high levels of distraction.

NATURE OF SUPERVISION RECEIVED

Must be able to work independently toward attainment of operational goals and contract compliance.

HH Employment is available to eligible people regardless of religion, race, color, national origin, sex or disability.

This job description does not constitute a written or implied contract and may be changed as business needs arise.	
Indicate anything that would keep you from meeting the job duties as outlined above. <hr/> <hr/> <hr/>	
Employee Printed Name:	Date:
Signed:	