Changing lives
Building communities
Creating opportunities

Central City Concern is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

JOB TITLE:	**Facilities Manager – 100%**
DEPARTMENT:	Housing
REPRESENTED:	No
REPORTS TO:	Director of Housing
SALARY:	$50,000/YEAR
Shift:	Monday through Friday, 8:00am to 5:00pm

SUMMARY: A key member of the portfolio management team, the Facilities Manager oversees the long-term physical operations of CCC's real estate portfolio. Our portfolio is located in Portland, and consists of residential and commercial real estate, including medical and service facilities. Responsibilities include capital needs and preventative maintenance planning, capital improvement projects, asset improvement and repositioning, energy efficiency planning, replacement standards and specifications development, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a point of contact for all facility related concerns.
- Communicate with internal and external stakeholders regarding all facility related activities.
- Identify, prioritize, and manage facility projects.
- Work across departments to coordinate maintenance programs and ensure that the operational performance and interior and exterior conditions and appearance of the properties meet CCC standards.
- Works closely with Business Enterprises Manager (Painting, Maintenance) to collaborate on projects and identify potential BE staff to assist with projects when applicable.
- Develop, implement, and monitor preventative maintenance schedules to ensure maximum longevity of equipment; and determine replacement, repair, and maintenance schedules and needs.
- Develop, implement, and monitor standards and specifications for building systems including replacement schedules for flooring, lighting, etc.
- Assist with the development and preparation of portfolio Capital Needs Assessments.
- Work to develop best practices with regards to Facility management and oversight.
- Monitor and reduce energy and water consumption. Maintain efficient use of utilities and maximize energy saving alternatives.
- Manage and coordinate work of contractors; prepare documents to put out tenders for contractors.
- Responsible for Project Management as required. Manage projects to ensure minimum disruption to core activities; work with staff in the planning and organization of internal and building to building moves.
- Direct and plan essential central services such as access and security, waste disposal and recycling.
- Ensure buildings meet health and safety requirements.
- Plan for best allocation and utilization of space and resources for new buildings, or re-organizing current facilities.
- Support management staff in the day-to-day operational management of all aspects of the portfolio to ensure maximized operations and maintenance.
- Perform regular inspections of the properties to ensure building maintenance standards are being met and equipment is in appropriate condition.
- Maintain records, prepare reports, and compose correspondence related to the work.
- Respond to emergency calls for assistance when needed during designated on call hours.
- Perform maintenance as needed and/or as necessary due to staff schedules, workloads or rotations.

DESCRIPTION OF OTHER DUTIES:

- Assist with the day-to-day financial management of the portfolio including budgeting, financial reviews and monthly management reports.
- Assist with planning for future development in line with strategic business objectives.
- Perform other duties as assigned.

SKILLS AND ABILITIES:

- Ability to work well with a variety of different individuals both inside and outside of the company.
- Ability to handle multiple complex tasks with minimal supervision while also adhering to policies, procedures and objectives. Ability to independently take a leadership role, plan, and direct the work of others.
- Ability to use good judgment in completing and delegating the work required to meet overall objectives within specified time and budget.
- Sufficient organizational skills to develop and maintain files and process reports. Ability to express thoughts, perceptions, and ideas clearly and concisely, orally and in writing. Ability to effectively communicate and interact with a wide variety of people including the general public, merchants, housing authorities, law enforcement personnel, building tenants, program participants and co-workers.
- Knowledge and skill in planning, budgeting, organizing and operating a diverse real estate portfolio.
- Knowledge of facility safety, liability, and risk management principles.
- Intermediate level skill in Microsoft office, including Excel, Word, PowerPoint, and Project.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
  - 3-5+ years of real estate/facility coordination or management experience.
  - Trade background, prior facility maintenance and management experience and/or formal trade or technical school in one or more of the major trades. General experience and understanding of all building trades and equipment that would be found in large complex facilities
  - Experience with and understanding of construction drawings, wiring diagrams, schematics, specifications and manufacturer's information
  - Working knowledge of landlord tenant law.
- If a recovering chemically dependent person, must currently be clean and sober.
  - Must generally have the ability to walk, bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects, and climb stairs, with reasonable or no accommodation. Ability to travel between properties frequently and quickly, to climb stairs, and walk through units multiple times a day.
  - Must possess a current drivers license, access to a vehicle, pass a DMV background check, be designated an "acceptable" driver as outlined in Central City Concern's Fleet Safety Policy, maintain vehicle insurance coverage of a minimum of $100,000/$300,000 personal auto liability coverage. Must pass an initial drivers training and continued recertification training.
- Will be required to carry an agency cell phone for work use. Cell phone to be provided by Central City Concern.
- Must pass a pre-employment drug screen, TB test and background check.
- Must adhere to agency's policies, including but not limited to, non-discrimination, safety, drug and alcohol-free workplace, violence prevention and harassment-free workplace. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles, and sexual orientations and treat each individual with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at **www.centralcityconcern.org**. Applicants may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 6-27-11 **Date Closed: 7-17-11**

EQUAL OPPORTUNITY EMPLOYER

Reference # 11-126