



## Position Announcement: Facilities Manager

Position Title:	Facilities Manager
Department:	Administration
Reports to:	Executive Director
Position Status:	Full-time, non-exempt
Salary Range:	\$56,000-\$63,000

## Food. Counseling. Connection.

### About us

Our vision is that everyone in our community is fully nourished—emotionally, physically, and spiritually. At William Temple House, we offer a healthy food pantry, low-cost counseling, clothing, and household items to our Portland-area neighbors. With our 60-year history of responding to the needs of our community through essential programs and services, we support 4,500+ people each year across the Portland metro area.

### Current Opportunity

William Temple House seeks a Facilities Manager to oversee all aspects of building operation and maintenance, ensuring a safe and functional work environment for our nonprofit Food Pantry, Counseling Offices, and Thrift Store. Duties include routine safety inspections, planning and conducting routine maintenance work, overseeing the work of outside vendors and contractors, maintaining records, and assisting directly in the operation of the Food Pantry. The Facilities Manager role is perfect for someone who takes initiative and has solid, hands-on maintenance and problem-solving skills.

William Temple House operates from two locations in NW Portland, including the historic Mackenzie House on NW Hoyt. We're proud of the legacy of this 100+ year old building as well as the important and life-changing work that takes place here every day. Our new Facilities Manager will share those values and a commitment to our mission. Work hours are flexible and salary level will be based on skills and experience.

## Duties and Responsibilities

*Facilities & Equipment (approx. 30 hours/week):*

## Facility Maintenance and Operations:

- Organize and manage regular maintenance and repair activities of our facilities and vehicles.
- Ensure buildings, grounds and vehicles are clean, safe, and functional.
  - Maintain maintenance and driving records for delivery van and thrift store truck and keep track of and schedule routine inspections and maintenance. Re-fuel van and truck as needed.
  - Maintain stock of necessary maintenance and building materials as well as general use supplies such as paper products, light bulbs, disposable gloves and specialized cleaning products.
  - As needed, provide cleaning of specific high use program areas including the Abbott Hall restrooms, reception lobby, and conference rooms to ensure cleanliness and a safe, uncluttered, pleasant atmosphere – when this is necessary between regularly scheduled visits by our cleaning contractor.
- Oversee and schedule cleaning custodians and contracted maintenance workers.
- Perform responsive maintenance when unforeseen issues arise.
- Conduct regular inspections to identify maintenance needs and ensure compliance with safety and environmental regulations.

## Budget Management:

- Assist in negotiating contracts with vendors and contractors.

## Compliance and Safety:

- Ensure compliance with all relevant laws, regulations, and safety standards - as well as additional requirements based on the historic nature of the Mackenzie building.
- Develop and implement safety programs.
- Maintain records of and schedule all required inspections and licensing of fire safety systems.
- Monitor, maintain and improve building security systems.
- Assist in new hire orientation by creating alarm codes and training staff on alarm system.

## Project Management:

- Oversee building projects, renovations, or refurbishments.
- Manage construction activities.
- Maintain required records and reports of all purchases for maintenance projects using approved Administration forms and formats.

#### Other:

- Manage vendor relationships.
- Create a facility management procedures manual including vendors & other background materials related to all work areas, including HVAC, plumbing, electrical, locks & security systems, etc.
- Prepare reports and maintain records.
- Communicate effectively with staff, volunteers, and stakeholders.

#### *Social Services (approx. 10 hours/week):*

- Under the Direction of the Director – and Deputy Director - of Social Services and in collaboration with Social Services staff:
  - Provide logistical support including driving the delivery van, picking up supplies / donations, unloading / loading deliveries, shopping for supplies.
  - Assist in the distribution of emergency food, hygiene items and other supplies to a diverse client population, as needed.
  - Comply with applicable Oregon Food Bank, Food and Drug Administration, Multnomah County, and State of Oregon rules and regulations.

## Position Requirements

### Qualifications and Skills

- A well rounded, hands-on background in the construction trades as well as an understanding of general building practices and codes is required.
- A working knowledge of building electrical, plumbing and HVAC/mechanical systems is required. Experience with irrigation systems a plus.
- Experience with project management is required.
- A commitment to William Temple House's mission and values including a belief in the dignity and value of all people and commitment to social justice.
- Familiarity with computer tasks and programs, Microsoft Word, Excel, Google spreadsheets, email and use of internet resources for information gathering are all required.
- Ability to solve problems proactively, to multi-task, prioritize and wear numerous hats is important.
- Experience with fire suppression and fire/security systems is preferable.
- Valid Oregon Driver's License and ability to drive large van.
- Ability to safely operate hand tools.

### Work Environment:



- This position occasionally requires work in dusty, noisy, damp and cold environments.
- Occasional use of noisy power tools and equipment, such as circular saws, angle grinders, drills, sump pumps, vacuum cleaners, etc. is required.
- A safety focused approach to work practices, use of hand and power tools and the willingness to be part of an ever-improving culture of safety is an important part of the environment you will help create and maintain.
- This position also requires a moderate amount of computer-based activity and as such sometimes requires extended periods of sitting and use of computer equipment.
- William Temple House is a diverse, inclusive, and equitable organization where all employees, volunteers, and clients, whatever their gender identity, race, color, ethnicity, national origin, age, sexual orientation or identity, education, disability, or socio-economic status, are valued and respected.

#### Physical Demands:

- While performing the duties of this job, the employee is continually required to stand, walk and stoop, and reach with hands and arms. Occasionally required to kneel, crouch or crawl, climb or balance. Must be able to lift and move objects of more than 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- This job position works out of an historical building and must be able to navigate stairs. No elevator is available.
- Ability to lift, transport, set up and climb ladders is occasionally necessary.

#### How to Submit Your Application

Please send a cover letter and chronological resume to our Operations Manager, Eli Soria, at [esoria@williamtemple.org](mailto:esoria@williamtemple.org).

The position will remain open until filled. **Not sure if you should apply?** Please reach out via email to Eli Soria to schedule a call.

#### Equal Opportunity Employer

We are an Equal Opportunity Employer encouraging applications from people of color, immigrants, LGBTQ people, women, and people with disabilities. The board and staff believe they can meet the organization's mission only with a diverse range of members, employees, and participants who actively cultivate a culture of equity and belonging.