Blanchet House of Hospitality
Serving our housing & food insecure communities

Job Announcement: Facilities Manager
Starting Wage: $33.50 per hour
Full-time, non-exempt, overtime eligible
On-site position; may require evening or weekend responsibilities
Department: Operations
Reports to: Executive Operations Manager

ABOUT THE ROLE:
The Facilities Manager is responsible for ensuring our Old Town and Bethanie's Room facilities are safe, functional, compliant, and well-maintained. This role will coordinate repairs, manage preventative maintenance schedules, liaise with vendors, oversee inspections, and maintain essential facility-related inventories. This position is not responsible for the facilities at Blanchet Farm but might be called upon to support as needed.

ABOUT BLANCHET HOUSE
Blanchet House is a nonprofit organization founded in 1952, dedicated to offering food, shelter, and supportive services to those in need. With a mission to provide compassionate, supportive restoration, we serve meals six days a week and offer transitional shelter for men in Old Town Portland; operate Blanchet Farm, a recovery-centered residential program on a 62-acre farm in Yamhill County; and operate Bethanie's Room, an overnight emergency shelter for women in NW Portland.

We uphold values of hospitality, dignity, hope, integrity, community, and authenticity in all that we do.

THE POSITION

Maintenance Planning & Execution
- Schedule, book, and oversee vendors for building repairs, maintenance, and upgrades.
- Negotiate and manage service contracts to ensure cost-effectiveness and quality work.
- Maintain and manage a master calendar of ongoing, seasonal, and occasional maintenance tasks and replacement needs.
- Perform or coordinate general repairs and upkeep for both NW Portland locations.

Vehicles & Equipment
- Oversee scheduling, maintenance, and repairs for organization-owned vehicles.
- Ensure compliance with vehicle licensing, safety, and inspection requirements.

Compliance & Safety
- Address safety concerns involving the facilities and equipment promptly and effectively.
- Ensure facilities meet all city, state, and federal safety and compliance standards.
- Coordinate and document all required inspections and follow-up actions.

Inventory & Supplies
- Maintain an organized inventory of tools, parts, and supplies necessary for building upkeep and repairs.
- Ensure supplies are replenished in a timely manner.

ORGANIZATIONAL CONTRIBUTION

- Collaborate with staff members across departments to ensure that the facilities' needs are attended to promptly and effectively.
- Be a positive, contributing force when interacting with all community members: meal guests, residents, shelter guests, other staff, donors, volunteers, board members and the like.
- Role model positive community standards and uphold Blanchet House core values and workplace agreements.
- Respect confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Be knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.
- Participate in Blanchet House's culture and community and the day-to-day services of the organization.

QUALIFICATIONS AND EXPERIENCE

In addition to any required experience or training, Blanchet House will consider relevant work experience, volunteering, education and training, and transferable skills.

- 3+ years' experience in facilities management, maintenance coordination, or a related field.
- Ability to work with minimal supervision with latitude for independent judgment and actions
- Ability to attend to multiple projects, prioritize, and manage time effectively.
- Proficiency with scheduling tools, recordkeeping, and vendor management.
- Valid driver's license and clean driving record.
- Experience in a nonprofit or multi-site environment.
- Knowledge of OSHA, fire code regulations, and local building codes.
- Basic hands-on repair skills.
- Excellent interpersonal and communication skills as well as the ability to develop strong relationships with a variety of organizational stakeholders.
- Ability to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.
- Possesses insight pertaining to matters of diversity, equity, inclusivity, accessibility, and social justice; understands how implicit bias may affect working effectively with individuals representing a variety of cultural, ethnic, language and life experiences.
- Ability to work effectively in a trauma-informed environment and with individuals in recovery.
- Proficient with Microsoft Office Suite, including Teams, Outlook, Calendar, Word, and Excel. Able to track and organize data accurately and in a timely manner.

ADDITIONAL QUALIFICATIONS – DRIVING

The ability to drive the Blanchet House cargo van to assist with donation pick-ups is a preferred qualification for this position, for which candidates must:

- Drive or assist the Blanchet House driver on donation pickups.
- Possess a valid Oregon driver's license.
- Be able to effectively operate a GPS.

- Be able to safely operate and navigate a commercial-sized van, including backing up to loading docks and into loading garages.
- Have a driving record free of citations and other offences in order to be eligible for coverage by Blanchet House's auto insurance policy.
- 21 years of age or older (for insurance coverage); 25 years of age or older preferred.

YOUR STRENGTHS

- A compassionate, calm, and flexible mindset.
- Respect for others' dignity and lived experience.
- A commitment to equity, community, and the mission of Blanchet House.
- The ability to lead with both empathy and efficiency in an active fundraising and engagement program.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; Employee Assistance Program (incl. household members); Simple IRA program with (up to) 3% employer match; generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1); enhanced pay opportunities on holidays; paid professional development; a work anniversary bonus; cell phone reimbursement; free meals and parking at Blanchet House.

OUR ENVIRONMENT:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religious/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

PHYSICAL DEMANDS:

- Ability to lift up to 50 lbs and perform basic maintenance tasks.
- Willingness to travel between sites regularly within Portland.

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

Background check, drug screen, and proof of authorization to work in the U.S. required prior to hire. No phone calls please.

Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.