



|                  |   |
|------------------|---|
| Organization:    | Project Homeless Connect Washington County  |
| Position:        | Facilities Specialist   |
| Status:          | Full Time Employee  |
| Hours:           | 8 hours a day, 5 days a week until Shelter opens, then 10 hours a day for 4 days a week.  |
| Schedule:        | Mornings and Swing Shifts, Sunday thru Wednesday or Wednesday thru Saturday.  |
| Reports To:      | Facilities Assistant Manager  |
| Compensation:    | \$22.50 - \$24.50/hour  |
| Benefits:        | 80 hrs PTO, 40 hrs Paid Sick Time, Simple IRA w/3% match. Medical, Dental, Vision, Life Insurance. (Employee only), Bi-lingual incentive, gym membership reimbursement. |
| Location:        | 315 SW 17 <sup>th</sup> Ave. Hillsboro, OR 97123  |
| Position Closes: | Open Until Filled   |

**Project Homeless Connect Washington County (PHC)**, a nonprofit serving those experiencing homelessness in Washington County, is seeking an individual passionate about serving the vulnerable in our community to join our team as our Facility Manager. PHC serves the community of Washington County by providing a multifaceted approach towards serving those affected by homelessness. Our vision is to cooperatively develop a high quality, fully integrated system of services and support that responds to the needs of those struggling in our community. Our success depends on knowing everyone as individuals and meeting them where they are at. We know there are many complex reasons someone may be experiencing homelessness. We look to reduce the stress they endure and provide basic needs, and services through a variety of programs. We operate an Access Center, Housing Case Management team, Outreach Team, Temporary Emergency Shelters, and coordinate collaborative One Day Events that provide critical services.

**Why Work With us?** PHC encompasses our values of Passion, Humanity, Connection, Wellness, and Collaboration in how we serve our guests, and our staff. Our staff are driven by their passion to make a meaningful impact in our community. We strive to foster an environment of inclusiveness, and support staff in their strengths. We value an open, transparent environment and welcome contributions from each staff member. Project Homeless Connect has an organizational commitment to equity and inclusion, and to ensure that programs and staff culture are equitable in both access and outcomes regardless of race, ethnicity, faith, culture, language, disability, gender, gender identity, sexual orientation, or family status. Project Homeless Connect is committed to pursuing effective strategies and devoting dedicated time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

#### **Position Overview:**

Project Homeless Connect (PHC) is seeking a skilled, reliable, and highly organized Facilities Specialist who will be responsible for maintaining a safe, clean, functional, and welcoming environment for guests, staff, and

volunteers at the 24/7 Shelter. This role involves preventative maintenance, repairs, custodial duties, grounds care, and collaboration with shelter staff for upkeep of the facility.

### **Key Responsibilities:**

#### **Facility Maintenance**

- Work in partnership with the Shelter Facilities Assistant Manager and team on facility planning
- Perform general maintenance and repairs across all shelter areas and PODS
- Repair or replace electrical, plumbing, flooring, locks, and other facility systems
- Preventative maintenance, including HVAC filter changes, equipment inspections, and safety system checks
- Schedule contractors with approval from Shelter Facilities Assistant Manager as needed
- Support special events and seasonal needs with timely setup and breakdown
- Maintain all building systems in compliance with health and safety standards
- Communicate maintenance issues appropriately and according to established guidelines
- Monitor and perform frequent interior and exterior safety rounds.
- Ensure guests are complying with Shelter guidelines as they apply to this position.
- Be able to enforce rules and regulations to ensure smooth operation of site.
- Follow program guidelines to monitor guest's entry and exit to site.
- Provide guest support as needed
- Respond effectively to emergency situations, document appropriately and communicate according to the established guidelines.
- Keep shelter team informed of any situations that pose a threat to health & safety to residents and staff
- Maintain privacy of guest information in accordance with agency policies, procedures, practices, and as required by law.

#### **Custodial and Janitorial**

- Conduct routine cleaning and sanitation of interior and exterior spaces
- Maintain inventory of cleaning and paper supplies and restock closets
- Assist in transporting or storing donations and supplies as needed
- Monitor cleanliness of facilities daily, ensuring a high standard of care and presentation

#### **Groundskeeping**

- Maintain outdoor areas including mowing, weeding, raking, snow removal, and trash pickup
- Maintain and repair sprinkler systems and outdoor lighting
- Operate and maintain yard care equipment

#### **Safety and Compliance**

- Perform monthly inspections of fire extinguishers, exit signs, alarms, and other safety systems
- Assist with quarterly fire drills in partnership with Shelter management.
- Address potential safety hazards (e.g., extension cords, blocked access panels, trip hazards)
- Support emergency preparedness through proactive facility inspections and communication

## **Collaboration & Organizational Engagement**

- The first month of employment will include required trainings and assisting with the set-up process of the building to help make certain the building is ready to be occupied early November (specific date still to be determined).
- The ability to communicate effectively with empathy and compassion.
- Observe security cameras and communicate with the security team and coworkers of any safety concerns or violations.
- Setup guest sleeping areas and supplies.
- The preparation and serving of meals and beverages.
- Respond to emergency situations professionally.
- The stripping of beds and the running of laundry.
- Assist guests in sanitation and storage of bedding daily.

## **Skills & Qualifications**

### **Required:**

- Passion for helping others and a desire to work in an organization that serves people who are experiencing poverty and homelessness required
- Frequent kneeling, stooping, bending, lifting, reaching will be required. This position is rated as active and occasionally requires the individual to lift 50 pounds
- Weekend work required
- Valid driver's license
- Proof of current auto insurance
- Access to reliable transportation required

### **To Apply:**

- A chronological resume without a personal photo
- A cover letter that states your background, skills, and abilities to align with this position.

Thank you for exploring an opportunity to be employed with us!

*PHC values diversity in its workforce and is an equal opportunity employer. BIPOC candidates are encouraged to apply.*