



Center for Human Services

Building a stronger community...one family at a time.

Mailing Address: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: admin@chs-nw.org

Job Announcement **FACILITIES COORDINATOR**

Center for Human Services is excited to hire a new team member for our Admin team. We are a thriving community health agency that offers great work environment, including staff who are passionate about and dedicated to the community. CHS is a non-profit organization that has been serving the community for over 50 years! We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

About the position:

The Facilities Coordinator oversees all aspects of building functions and ensures the safety and functionality of all facilities. Duties include performing maintenance work, working with vendors and contractors, planning maintenance work, running routine safety inspections, maintaining records, etc. This is a 32 hour position but could require up to 40 hours on occasion. The Facilities Coordinator reports to the HR Director. This is a non-exempt position with a salary range of \$28.00 - \$30.00 an hour depending on experience.

What we require:

- Washington State driver's license and reliable transportation
- Ability to travel between sites with little notification
- Ability to lift up to 25 pounds
- Proven leadership and problem-solving skills
- Excellent time management and multitasking skills
- Good verbal and written communication skills
- Knowledge of HVAC/electrical/plumbing and other building systems preferred
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description **FACILITIES COORDINATOR**

GENERAL DESCRIPTION

The Facilities Coordinator oversees all aspects of building functions and ensures the safety and functionality of all facilities. Duties include performing maintenance work, working with vendors and contractors, planning maintenance work, running routine safety inspections, maintaining records, etc. This is a 32 hour position but could require up to 40 hours on occasion. The Facilities Coordinator reports to the HR Director. This is a non-exempt position.

MAJOR RESPONSIBILITIES - Specific to this position



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- Coordinate with site admins and management on addressing safety and maintenance issues and facilitate quarterly meetings between admins
- Create and implement task ticketing system to track work orders by site location and priority
- Communicate with other programs regarding maintenance needs for their staff, keeping management and HR Director informed regarding progress toward tasks
- Maintain records of maintenance activities, generate reports on facility operations, and track compliance with state and local regulations
- Ensure all building facilities adhere to proper safety standards and cleaning procedures
- Liaison with office cleaning vendor including spot-checking their work, making special requests, providing feedback
- Maintain all facilities, making repairs or improvements when possible
- Monitor interior and exterior areas of building for cleanliness, safety, and general functionality. Solve issues when possible
- Communicate with external contractors and vendors related to facilities' maintenance
- Maintain project management document summarized project activities/plans by location in tandem with scheduled facilities meetings
- Track expenses for maintenance per site, manage maintenance budget per site, and purchase necessary supplies and equipment needed to perform tasks
- Conduct bi-annual safety inspections of each site, address any findings, and maintain inspection records
- Run routine maintenance inspections at all sites
- Coordinate office relocations, space planning, and renovation projects
- Oversee moving offices or programs to other locations
- Be able to respond quickly to emergent facilities' needs
- Assist with set-up of annual action and transport of auction materials

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough, and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, managers, or directors that further the success of programs and/or the agency

MINIMUM REQUIREMENTS

- Washington State driver's license and reliable transportation
- Ability to travel between sites with little notification
- Ability to lift up to 25 pounds
- Ability to perform maintenance tasks
- Willingness to handle odd jobs as requested
- Proven leadership and problem-solving skills
- Excellent time management and multitasking skills
- Strong attention to detail
- Good verbal and written communication skills
- Knowledge of HVAC/electrical/plumbing and other building systems preferred
- Contract handling experience a plus
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services and trainings



- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Ability to bring a spirit of camaraderie to your professional relationships
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education, and support to children, youth, adults, and families.

Our Values: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.



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