



Position: Facilities Technician
Hours: 40 hrs. Week
Classification: Regular, Nonexempt
Reviewed: 01/12/2021

CFH serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. CFH is an equal opportunity / affirmative action employer.

About CFH:

CFH is a secular 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with phenomenal partnerships and support from King County's Eastside community, CFH serves more than 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 125,000 meals. CFH is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our mission is to partner with men & the community to create a path from homelessness to stable living. Our core values are relationship, community, empowerment, respect & dignity. These values embody how we work with the men, community and each other.

This is a very exciting time for CFH as the organization engages the wider community in new and impactful ways to foster hope, dignity and the building blocks that provide stability to people in need on our streets. For decades, we have quietly worked in our community; providing outreach, shelter, permanent housing, services & community.

OVERVIEW OF POSITION:

The Facilities Technician is responsible for maintenance and repair activities for the organization's facilities and housing programs. Assists the Program Manager in daily operations and completion of work orders and projects. Coordinates preventive maintenance tasks and out-sourced services.

This position, in close collaboration with housing managers, program managers and residents, maintains a healthy and safe environment in and around the Lincoln Center shelter and the residential programs. To successfully perform the essential duties of this position, the individual in this position must be able to work in all areas of building systems maintenance and facilities projects. While performing the duties of this job, the individual is regularly required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The individual is frequently required to sit, walk, climb ladders or stairs, balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. The individual will be required to work in confined spaces, around moving machinery, around dust, fumes, and gases, and outdoors in various kinds of weather. Specific vision abilities required by this job include close vision, distance vision, color vision,



peripheral vision, depth perception, and ability to adjust focus. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

Note re: COVID-19: CFH follows the most current health and safety guidelines provided by King County Public Health and the CDC. This position is required to wear personal protective equipment at all times while on site and will be exposed to people who may have the COVID-19 virus.

KEY RESPONSIBILITIES:

- Performs preventive maintenance and general repairs and improvements to building interior and exterior spaces and facility operating systems (e.g., Heating, Ventilation & Air Conditioning (HVAC); electrical; plumbing; other mechanical; and lighting).
- Carpentry, ranging from rough framing to finished work
- Plumbing, installation and repair work, clogs, drains, faucets and p-traps
- Painting interior and exterior
- Sheet rock installation and finishing
- Moving of office equipment and furniture, both inside the office and in the homes
- Various building and equipment repair and refurbishment
- Electrical work (e.g. changing light bulbs, replacing face plates, switches)
- Technicians are responsible for engaging and monitoring local vendors for the purpose of completing repairs that require additional support.
- Technicians may be called upon to assist in inspections of renovations and new construction, as well as assisting management in identifying potential replacement projects.
- Perform safety and security inspections of property.
- Monitor performance of support vendors (Landscaping, snow removal, pest control, repair vendors, etc.)
- Maintain fleet of agency-owned vehicles including regular inspection to ensure reliability, keep interior and exterior clean, schedule required maintenance, and fuel when tanks when needed.
- Maintain professionalism and communicate effectively with all key stakeholders including, but not limited to, residents, manager, other staff, and vendors.
- Emergency on-call is required as a part of the position.
- Contributes to a positive team culture.
- Other related duties as assigned.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent; vocational training in one or more areas of maintenance preferred.
- At least three years of experience in facilities maintenance, preventative maintenance and restoration/repair/service is required.



KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of general facilities repair and maintenance skills, including construction, electrical, mechanical, painting and plumbing skills, and general safety and life safety systems and practices related to facilities maintenance operations.
- Demonstrated strong safety record, with working knowledge of safety regulations and procedures, including the use and execution of lock out tag out procedures.
- Working knowledge in operations of building equipment, pneumatic and other systems and tools.
- Demonstrated ability to ensure effective work prioritization, work projects/tasks coordination and outsource contracts monitoring.
- Ability to plan and schedule high volume of work assignments, and work under pressure to meet stringent deadlines.
- Good verbal and written communication and personal interaction skills, with an emphasis on customer service and support.
- Ability to develop and maintain strong professional relationships with team members at all levels, clients, and vendors, and with varying educational, ethnic, professional and economic backgrounds.
- Ability to work effectively with minimal supervision, manage multiple duties and priorities, and maintain high quality standards.
- Ability to function as a member of a team, leading within the scope of the position and contributing whenever possible.
- Ability to remain calm and professional when faced with difficult situations and emergencies.
- Ability to read, write, and communicate in English and understand basic math.

CERTIFICATES, LICENSES & REGISTRATIONS

- Washington driver's license and insurable driving record required.

SUBMISSION:

A summary of qualifications/resume limited to two pages and a cover letter including a personal statement expressing how the mission of CFH aligns with your personal and professional goals.

Please email information to humanresources@cfhomeless.org

SALARY & BENEFITS:

- Annual Salary Range: \$55,000 – \$61,000
- Regular employees who work at least twenty hours per week are eligible for prorated benefits including medical and dental insurance at a reduced cost to the employee, paid time off, holidays and employer matched retirement.
- Flexible work schedule with ability to work a partial schedule from home as approved by supervisor and based on specific position requirements.

TIMELINE: Applications will be considered on an ongoing basis; position open until filled