



Facilities Specialist Job Posting

Are you interested in supporting your local community resource center by ensuring that the right infrastructure is in place so that the greater mission can be accomplished? Do you have the skills set and experience necessary to organize and oversee a well-run facilities plan?

Are you a problem solver who is looking for part-time work with flexible hours? Are you technologically savvy? Are you looking to grow, have fun, and make a significant impact? If so, we encourage you to apply for the Facilities Specialist position at TLC.

If you are interested in applying for this position, please email your resume, a cover letter and at least three references to JobPostings@Tri-LakesCares.org. Please be sure to include "Facilities Specialist" in the subject line.

Job Title: Facilities Specialist

Hours: Part Time between 10-15 hours per week on average.

Summary of Function:

The Facilities Specialist manages the daily facility operations of Tri-Lakes Cares 8,000 sq ft building. The Facilities Specialist collaborates directly with TLC's Director of Volunteers and Community Partnerships to maintain proper infrastructure and support for TLC's operations. They oversee TLC's technological and data systems (with the contracted IT provider) and physical infrastructure to support the work of TLC's larger team. They also manage TLC's facility maintenance projects, budgets, and repairs. They negotiate and oversee outside service provider contracts such as our janitorial services, information technology provider, HVAC provider and others.



Essential Job Functions

Technology Infrastructure Management – 30%

- Develop and implement appropriate plans to ensure the stability and longevity of TLC's technological infrastructure in collaboration with TLC's IT provider.
- Maintain TLC's technological infrastructure to support TLC's larger team including researching and purchasing technological upgrades as needed.
- Update TLC's website content for facility and operational areas.

Building and Operational Management – 25%

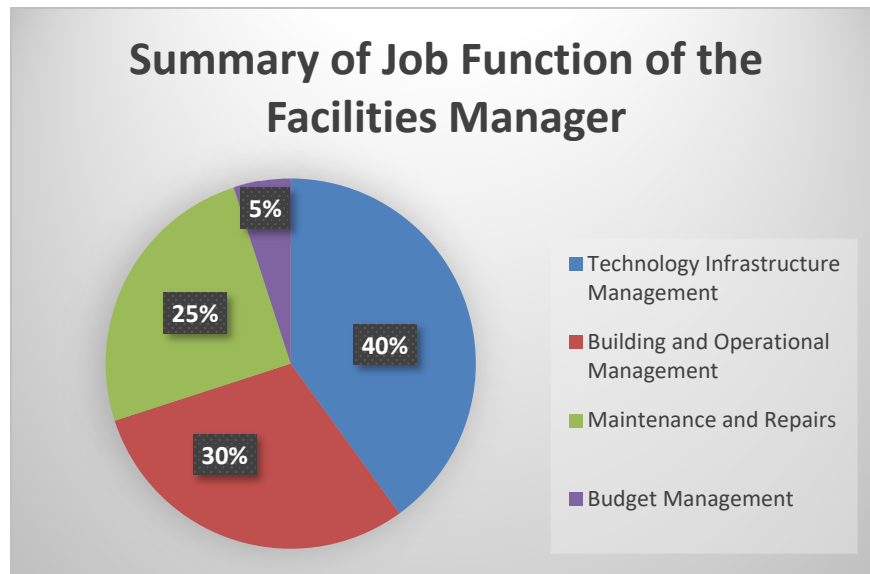
- Collaborate with TLC's leadership team to plan for the effective use of TLC's facility and resources in supporting TLC's optimal operational efficiency.
- Conduct facility and operational audits and develop plans of improvement as needed.
- Maintain systems for measuring the impact of facility and operational service providers.

Maintenance, Repairs and Record Keeping – 25%

- Analyze project bids and negotiate contracts with service providers.
- Ensure property grounds and building facility is maintained and systems are in working order through the use and support of our contracted vendors and volunteer workforce.
- Implement service schedules/plans for building maintenance and repairs.
- Ensure timely completion of all facility, maintenance, and repair projects.
- Maintain appropriate service records, service calendars, and service provider directory.

Budget Management – 5%

- Ensure operations and repairs are within approved budgets.



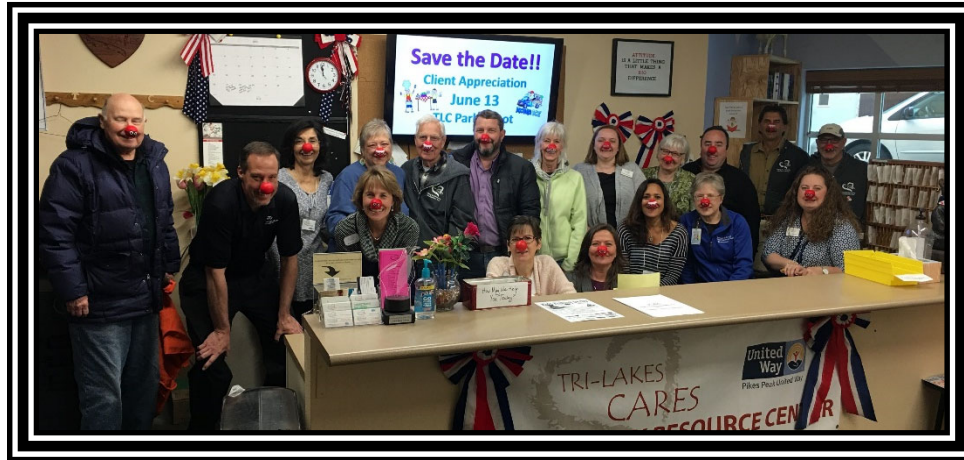
Other Duties

- Serve on internal committees when needed.
- Submit monthly data and reports to the appropriate staff member for inclusion in the board reports, grant reports, and other organizational reports.
- Submit invoices for payments in a timely manner according to organizational deadlines.
- Document and submit all products/services to be booked for in-kind purposes in a timely manner according to organizational deadlines.
- Attend appropriate trainings for professional development such as Bridges Out of Poverty, Poverty Simulations, and other specific position relevant trainings.

Position may include the following

- Assistance needed rarely, during after-hours building emergencies.
- Other duties assigned by the Director of Volunteers & Community Partnerships and the Executive Director.
- Occasional work at special events – on average 2 to 4 times per year.
- Rare work in the evenings as a project warrants need.
- Occasional work on weekends – on average 5 to 8 times per year.

Our culture, values and what makes us awesome:



We value providing staff with options for a flexible work schedule to promote work-life balance. We are an easy-going and family-friendly group who loves our dog-friendly environment (on days when we are not open for walk-in client services). We want to work with others who have a desire to serve our community, and we welcome and encourage energetic conversations across diverse perspectives and challenge each other respectfully. We take time to get to know each other and support each other to learn and grow. We value a good sense of humor and find fun and joy in our work. We do serious work, but we do not take ourselves too seriously!

We are thoughtful about our privileges and how they affect our interactions with others and we actively listen and are open to feedback and suggestions for improvement. We are not afraid to change course as more information becomes available and we value courageous conversations that may lead to the positive transformation for our organization. We operate in a DFZ (Drama Free Zone), work as a team, and all play a part in TLC's successes. TLC has a supportive and empowering board of directors and we promote a professional and respectful environment among all team members by providing opportunities to attend trainings and engage in professional development opportunities to increase our knowledge and improve our professional skills.

Essential Requirements and Responsibilities:

- A great sense of humor.
- Commitment to TLC's mission and values of teamwork, integrity, transparency, compassion, inspiration, and inclusiveness.

- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- Facility management experience.
- Information Technology savviness.
- Love of continuous learning.

Preferred Qualifications:

- Minimum high school diploma, preferred degree/certificate in IT or related field.
- Experience working in a similar role.
- Experience negotiating service contracts.
- Desire to “give back” to the community.

Compensation and Benefits:

Typical Hours of Work: This hourly position is anticipated to work between 9-14 hours per week. When there is a special project requiring more attention, additional hours will be required. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked. A flexible schedule is available.

Salary Range: Depending on experience, this position pays \$15.00 to \$18.00 .

Health Insurance: TLC offers health insurance to employees who are regularly scheduled to work 40 hours per week.

Paid Holidays: Seven paid holidays per year

PTO Accrual: Based on years employed and hours worked, see chart below.

Years of Employment	Accrual Per Hour Worked
Hire date through the first year of service	0.0308
First anniversary date through year three of service	0.0500
4th anniversary date through year six of service	0.0693
7th anniversary date and above	0.0885

Organizational Relationships

- Reports to: Director of Volunteers & Community Partnerships
- Direct Reports: None

Physical Demands

While IT, reporting and data tracking work is mostly sedentary, some special projects or building repairs may require periods of physical activity. This position requires workers to walk, bend or stand for long periods; lift and carry up to 50 pounds, climb stairs, bend reach, hold, grasp and turn objects; and use fingers to operate computer keyboards or other mechanical devices. The work requires the ability to speak normally and to use normal or aided vision and hearing.

FLSA Status: Non-Exempt

TLC is dedicated to the principles of equal employment opportunity. Tri-Lakes Cares does not discriminate in any aspect of our mission on the basis of race, religion, color, gender, age 40 and over, national origin, ancestry, disability, sexual orientation, gender expression, family composition, veteran status, or any other category protected under local, state, or federal law. This protection applies to employees, volunteers, donors, clients, vendors, and anyone else with whom we interact in the course of carrying out our mission.