



## **Homeless Services Center Facilities Manager**

Homeless Services Center (HSC) partners with individuals and families to create pathways out of their homelessness into permanent housing. HSC is a leader in working to end homelessness – and we want you to be part of our team. HSC is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief, and non-recurring.

### **Job Description**

HSC is seeking an experienced candidate with strong organization, communication, and problem solving skills to oversee facilities management within our organization. This position reports to the Executive Director.

Homeless Services Center's campus consists of two stationary buildings and nine mobile buildings totaling approximately 50,000 square feet on approximately two acres. HSC provides direct services, temporary transitional housing, and respite medical care, to over 200 residents and program participants on a daily basis. This includes the operation of a commercial kitchen, hygiene bay, garbage disposal, heat treatment (bed bug abatement), and other essential functions.

### **Job Duties**

- Hands on management to ensure safe and smooth operation of all HSC's buildings and campus grounds safely. This includes creating and implementing a facilities maintenance plan, policies & procedures, and overseeing emergency and ad hoc repairs, regular maintenance, and vendor management.
- Assessing, evaluating, and coding all vendor bills for payment
- Responsible for managing the maintenance budget and reviewing all vendor invoices and payments for accuracy.
- Assist with all Capital Projects, including coordinating vendors, managing deadlines and project quality control.
- Maintain processes and procedures to comply with all federal and state safety regulations.
- Responsible for managing the fleet of vehicles which includes overseeing vehicle maintenance, enforcing HSC's vehicle policy and maintaining records, and supervising staff vehicle reservations
- Other duties as assigned

### **Qualifications**

- Five years full-time work experience in Facilities management.
- Personnel management and staff supervision experience preferred

- Excellent project management skills
- Multi-tasking skills to manage frequent, necessary interruptions and still complete projects and meet deadlines
- Work or volunteer experience with homeless populations a plus
- Ability to communicate effectively and respectfully with people of diverse lifestyles, backgrounds, ethnic and cultural groups
- Sensitivity to the needs of people who are homeless
- Excellent problem-solving and decision-making skills
- Maintain confidentiality of program participants and residents
- Able to work well unsupervised
- Comfortable working in a fast-changing, flexible workplace environment
- Proficiency in MS Office and Outlook
- Must be able to interface equally well with the Board of Directors, staff, donors, volunteers, and the general HSC community
- Dedication and compassion for serving the community's neediest, and passion for ending the cycle of poverty for homeless individuals, families, and Veterans living in Santa Cruz

**Hours**

This is a full time, salaried, exempt position. Occasional evenings and weekends required. Health Insurance, PTO and Vacation Benefits begin after 90-day introductory period.

**To Apply**

Please email a cover letter and resume to the attention of Human Resources at [recruiter@santacruzhs.org](mailto:recruiter@santacruzhs.org). No Phone calls or faxes. HSC is an Equal Opportunity Employer.

Please apply via email or in person with cover letter and resume.