



# Facilities Coordinator

## Job Description

<b>Hours per week</b>	25-29 hours/week (up to 0.725 FTE)
<b>Supervised by</b>	Director of Administration & Human Resources
<b>Location</b>	Eugene / Springfield
<b>Starting wage range</b>	\$16.29 - \$17.79, depending on qualifications

### Overview

The mission of Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

We are currently hiring for a Facilities Coordinator to help support this mission by maintaining our buildings, grounds and outdoor play areas, and equipment at both our Eugene and Springfield sites. Among other tasks, the Facilities Coordinator will work with outside vendors and contractors to facilitate the major repair and maintenance of buildings, self-perform minor repairs, and conduct preventative maintenance and cleaning of the building and grounds. This position also helps to ensure we are compliant in areas like fire and safety code.

*Please note that Relief Nursery is a vaccinated campus. All staff are asked to provide proof of COVID-19 vaccination to Relief Nursery or to document their intention to become vaccinated.*

### Responsibilities

1. Perform tasks related to upkeep of buildings and grounds, such as minor repairs and maintenance, carpentry, and painting
2. Responsible for maintaining a preventative maintenance program and schedules. This includes maintenance and repair of buildings, equipment (including kitchen equipment), outdoor play areas, and other grounds
3. Conduct site inspections, and interact with employees regarding issues of maintenance and repair of the facility
4. Work closely with and maintain a good working relationship with contractors and vendors to ensure that the facility is maintained in a safe, efficient, and professional manner
5. Serve as a primary point of contact and meet with outside vendors and contractors when scheduled
6. Put construction and maintenance projects out to bid, including working with the Grant department to secure professional bids for building grants
7. Inspect any construction or repair progress
8. Provide input on the purchase of new equipment, vehicles, contracted labor, and in-house construction and repair projects
9. Oversee and provide input for the contracted landscaping and cleaning crew



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10. Provide on and off-hour emergency response for any urgent building or equipment repairs or needs and call in contracted labor as needed
11. Assist with fire evacuation and disaster response. Willingness to develop a working knowledge of our fire suppression systems
12. Responsible for recycling program and managing waste disposal
13. Maintain up to date records for all state, federal, insurance and other inspections and recertification processes. Includes but not limited to scheduling inspections such fire alarm, fire sprinklers, range hood, fire extinguishers, and backflow testing as required
14. Serve as the primary point of contact for security systems provider and ensure all systems are up to date and in good working order. Also includes setting up and maintaining staff and other access codes
15. Work with Transportation Coordinator to manage maintenance and repair of Relief Nursery vehicles
16. Performs a wide variety of support for all Relief Nursery programs including but not limited to picking up and delivering orders and supplies
17. Takes all mail back and forth from Eugene and Springfield sites on schedule (currently Tuesday/Thursday)
18. Responsibilities also include generalized assisting with safety concerns, planning, budgeting and scheduling facility modifications, and advising with estimates on equipment, labor materials and other related costs
19. Perform other duties as requested

### Minimum Qualifications

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

1. 2+ years experience working in facilities maintenance or repair, construction, or other relevant field
2. Proven ability to complete minor building and grounds maintenance and repair tasks
3. Broad knowledge of electrical and plumbing principles and mechanical repairs
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
5. Experience working with outside vendors and contractors to inquire about and schedule services, request bids for service, and onsite consultation and services
6. Ability to work respectfully with vendors and contractors, as well as a diverse group of supervisors and co-workers
7. Must be able to represent Relief Nursery in a professional manner at all times
8. Good oral and written communication skills, including the ability to write routine reports and correspondence
9. Strong problem solving skills and the ability to work independently to assess situations, and determine the best course of action to complete tasks
10. Ability to complete tasks effectively, efficiently and on schedule



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11. Ability to organize and prioritize tasks and work schedule
12. Must be knowledgeable in Microsoft Word and Excel, have familiarity with email and calendar software, and be comfortable placing online orders and accessing information via the Internet.
13. Good physical stamina with ability to sit, stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl as needed to complete assigned tasks
14. Ability to lift and/or move up to 40 pounds regularly and occasionally lift and/or move up to 100 pounds with assistance
15. Experience with the use of and demonstrated strength and dexterity to operate maintenance tools and machinery, cleaning equipment, and hand or power tools
16. High school diploma or equivalent
17. Current valid driver's license with acceptable driving record and insurance coverage
18. Successful completion of a criminal background check as specified by Oregon law

### Preferred Qualifications

1. Related degree or certificate from technical/trade school or other
2. 1+ year project management experience
3. Bilingual in English and Spanish

### Annual Benefits for Employees

Relief Nursery employees working fewer than 30 hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Access to Employee Assistance Program
- One hour of sick leave accrued for every 30 hours worked
- Paid 30 minute lunch break
- Mileage reimbursement
- Modest monthly cell phone reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Lindsey Steele, Director of Administration & Human Resources  
lindsst@reliefnursery.org

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.  
Position will remain open until filled.



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**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**