

## **Willis Dady Homeless Services Job Description**

**Job Title:** Facilities and Operations Director    **Immediate Supervisor:** Executive Director

**Agency Overview:** Since 1987, Willis Dady Homeless Services has been working to empower all experiencing homelessness to build futures of self-sufficiency through advocacy, housing, and employment. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Willis Dady works closely with local homeless service providers to identify gaps in services and provide innovative and personalized ways to fill those gaps to best meet the needs of our community.

### **Position Summary:**

The Facilities and Operations Director will manage all aspects of Willis Dady facility operations, including budget management, property management, facility planning, building system maintenance, and supervision of the maintenance team. The Facilities and Operations Director will also be responsible for providing maintenance and custodial work at the Willis Dady Works Employment Hub. The Facilities and Operations Director will work closely with the Executive Director, the Board of Directors Facilities Committee, maintenance staff, and volunteers to develop and execute a property maintenance plan for all Willis Dady owned properties and land.

The position is full time (40 hours per week) with a salary of \$50,000 and a competitive benefits package: 75% health premium covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment. Willis Dady is a federal student loan forgiveness qualifying agency. This position requires scheduling flexibility to meet the needs of the agency. The regularly scheduled hours for this position is Monday-Friday 9am-5pm.

### **To Apply:**

Please submit a resume, cover letter and contact information for three professional references to [alicia@willisdady.org](mailto:alicia@willisdady.org) or via mail at 1247 4<sup>th</sup> Ave SE, Cedar Rapids, IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted and interviews will be held on a rolling basis until the job is filled. The anticipated start date is as soon as possible.

### **Requirements**

The Facilities and Operations Director must be self-driven and motivated to develop and execute a facilities maintenance plan within a homeless service agency. The Facilities and Operations Director must believe in and promote the housing first model and trauma informed care. Previous experience working within homeless services and/or lived experience of homelessness is highly preferred.

Qualified candidates must have:

- Align with agency core values: Support, Stability, and Opportunity: Empowerment: Equity and Inclusion: Meet People Where They're At: Energy, Enthusiasm, and the Courage to Lead: Acting with Integrity: Community.
- High school diploma or equivalent with a minimum 2-years' maintenance experience, property management experience, and supervisory experience
- Ability to travel throughout Linn County, a valid driver's license, vehicle insurance, and access to a reliable vehicle daily. All work-related travel expenses will be reimbursed by Willis Dady.
- The physical abilities to perform the requirements of this position to include: moving objects up to 75 pounds in all directions, climbing ladders and exposure to differing weather conditions
- Strong interpersonal skills and ability to work effectively with others as part of a team
- Flexibility and ability to handle stress and new or undefined situations
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner
- Ability to maintain confidentiality concerning volunteers, clients and staff
- Strong organizational skills with ability to prioritize projects and tasks

- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities and work with outside maintenance vendors
- Behave as a professional representative of Willis Dady Homeless Services and communicate the mission and activities
- Knowledge of and sensitivity to issues related to homelessness and near homelessness, poverty, and mental illness

**Not required, but preferred**

- Knowledge of HVAC systems and ability to perform routine maintenance
- Experience working with electrical and plumbing
- Ability to perform routine preventative maintenance on other mechanical and electrical components

*Don't meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. Willis Dady is dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this role, we encourage you to apply anyways! You may be just the right candidate for this or other roles!*

**Key Responsibilities:**

- Direct, supervise, and evaluate department staff to ensure staff receives training related to all job tasks and responsibilities
- Schedule and supervise maintenance staff and ensure safety and security
- Develop and monitor department budgets alongside Staff Accountant and Executive Director
- Develop, implement, and supervise preventative maintenance and renovation projects for all buildings, grounds, mechanical and electrical, utility, and safety and security systems
- Serve as administrator responsible for facility safety and meeting physical ADA compliance standards
- Prepare specifications for agency facility projects; estimating costs of equipment, materials, labor, and supplies, prepares bid specifications for project, equipment, and contracted services, and oversee site and building projects performed by outside contractors
- Act as the property manager and landlord for all Willis Dady rental properties including following landlord tenant law when executing leases and completing rental property maintenance
- Triage maintenance request and work orders with the maintenance team
- Provide supervision and leadership to the facilities and operations team including contributing to the agency strategic plan through evaluation and projecting future facility needs
- Actively participate in professional development opportunities, Leadership Team meetings, and the future of Willis Dady Homeless Services
- Provide lawn care and landscaping maintenance for all Willis Dady Homeless Services owned properties (mowing, watering, edging, tree and bush trimming, fertilizer and weed prevention applications)
- Provide snow and ice removal for all Willis Dady Homeless Services owned properties as needed
- Provide emergency maintenance for all Willis Dady Homeless Services properties as needed
- Maintain clean interior of all rooms at Willis Dady Works Employment Hub (including regular cleaning of kitchen, bathrooms, hallways, conference rooms and offices)
- Maintain clean exteriors Willis Dady Works Employment Hub, including sidewalks and parking lot
- Equipment Repair - Lawn maintenance equipment, air conditioner units, vacuum, etc.
- Perform regular maintenance and cleaning of Willis Dady Homeless Services owned vehicles
- General Carpentry - Minor patch work, sanding, painting, trim work, window/screen replacement, flooring repair
- Electrical and Plumbing Repair - Minor projects and repair to plumbing and electrical fixtures
- Perform scheduled maintenance projects – Replace furnace and other filters, clear dryer vents, etc.
- Establish and maintain inventories of maintenance and cleaning supplies and equipment
- Willingness and ability to perform other related duties as assigned by Executive Director

Note: Willis Dady Emergency Shelter policy is to provide employment opportunities regardless of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.