POSITION: Facilities Coordinator
SUPERVISOR: Chief of Operations
POSITION TYPE: Full-time; Salaried; Exempt; Essential
WORK LOCATION: 650 Pennsylvania Avenue, SE

POSITION SUMMARY:
The Community Partnership’s (TCP) Facilities Coordinator (FC) will work closely with TCP’s Chief of Operations to provide a full spectrum of facility services to the District of Columbia’s Continuum of Care (CoC). Responsible for coordinating specific services for the CoC’s shelter program sites owned or managed by the District of Columbia government. Under the supervision of TCP’s Chief of Operations responsible for coordinating and monitoring the Security Services, Food Services, Maintenance Contractors, and Pest Control providers at District funded shelter facilities and maintaining the related records. The FC may be responsible for providing scheduling support between vendors and shelter management. The FC coordinates work requests at each of the designated sites to ensure the work is completed as requested in a timely fashion; ensures any problems are resolved quickly. The FC will efficiently coordinate with vendors and site managers, with close attention to details of the assigned facilities, ensuring safety standards are followed throughout each facility.

SALARY: $45,000.00 - $65,000.00 (Depending on Experience)

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Adheres to and promotes TCP’s Organizational Goals, Principles, and Core Values
- Support the Chief of Operations with reviewing external contracts
- Support the Chief of Operations by, among other things, serving as the point of contact for TCP vendors (Security Services, Maintenance Contractor, Food Services, Janitorial Services, and Pest Control Services)
- At direction of Chief of Operations, represent TCP at meetings with TCP vendors, service providers, or other entities
- Provide support to the contracting and procurement team with RFP’s, bid information, or any other documents or information to support procurement efforts
- Review and assign maintenance request in the District of Columbia’s Database to DHS, vendors, or third-party contractor
- Responsible for ensuring that facility/maintenance issues are addressed and corrected in TCP’s funded city shelter sites
- Conduct periodic inspections of the city’s shelter sites to ensure that the facilities are safe and clean
• Provide direction to vendors, facilities staff, and providers as required to ensure excellent coordination and execution of work within client environment with minimal disruption
• Coordinate with security assessment contractor to assess security vendor staffing, equipment, post orders, and threats associated with each of the city’s shelter sites
• Coordinate with DHS to ensure evacuation plans and building operating plans (BOP) are in place for each shelter site
• Communicate with the Department of General Services (DGS) on structural repairs at shelter sites.
• Responsible for the opening and possible oversight of renovations for shelter sites
• Coordinate the inspection and maintenance of the fire protection and equipment on fire suppression systems to ensure proper operations at each shelter site
• Coordinate with insurance inspector for TCP sites
• Communicate with vendors on a regular basis and update Manager
• Prepare or recommend building and equipment maintenance schedules
• Maintains inventory of routine supplies; request reorders as necessary
• Prepare for emergencies and create action plans
• Other duties assigned as deemed appropriate

MANDATORY REQUIREMENTS

EDUCATION/QUALIFICATIONS
• Associate or Bachelor’s degree in Facilities Management, Project Management, Public Administration, or associated fields or equivalent combination of education and operational or managerial experience
• Ability to pass background and criminal checks (local and federal), Tuberculosis clearance, and Child Protective Registry check

REQUIRED SKILLS AND ABILITIES
• Ability to work well in a fast-paced environment
• Strong interpersonal skills and ability to work in a team environment
• Knowledge of District of Columbia governance and operations required
• Outstanding organizational and multi-tasking skills and ability to effectively prioritize and manage multiple tasks and assignments
• Proficiency in program facility management
• Ability to be” on-call” and accessible to address facility-related issues
• Advanced computer literacy and expertise with software used in a typical office environment, e.g., Microsoft suite of office products, Excel, Outlook, Word, and PowerPoint to create and maintain reports and logs
• Effective and efficient in both verbal and written communication skills, including the ability to communicate clearly with a wide range of audiences
• Work independently without daily direct supervision
• Provider of excellent customer service
• Ability to travel on a daily basis (day or night; scheduled or unscheduled) to and from facilities located throughout the District of Columbia
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Prolonged periods standing and walking
- Must be able to lift up to 25 pounds at a time
- Must be able to bend, lift, stretch, climb, and crawl to inspect equipment and all areas of facilities
- Must be able to perform work in a variety of weather conditions
- Exhibit manual dexterity to dial a telephone
- Ability to enter data and/or information into a computer
- Ability to read a computer screen and printed materials with or without vision aids

APPLICATION PROCESS

- Email cover letter and resume to dhayles@community-partnership.org with Facilities Coordinator in the subject line.
- No phone calls.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).