

Central Iowa Shelter & Services  
Employment Opportunity

**Position Title:** Facilities Manager

**Classification:** Full-Time, non-exempt, some on-call may be required, pay based on experience.

**Office Location:** 1420 Mulberry Street, Des Moines, IA 50309

**Reports to:** CEO

**Salary Range:** \$40,000 – \$47,000 per year

**Organization Overview:** Since 1992 Central Iowa Shelter & Services' mission is to provide low-barrier shelter, meals and support services at no cost to adults experiencing homelessness and to facilitate their move toward self-sufficiency. Approximately 2,000 women and men experiencing homelessness have received emergency shelter and supportive services to help them move beyond homelessness each year.

In September 2012, CISS opened its new facility. The facility grew from being 8,000 square feet and 96 beds to 207 beds and 42,000 square feet. It is equipped to provide expanded emergency shelter (150 beds); expanded transitional housing for Veterans (19 rooms); and 38 Project Based Section 8 Voucher efficiency apartments. Along with expanded housing capacity, CISS also provides an on-site health clinic, food pantry, clothing closet, classrooms, and a 30-foot growing dome.

All guests and residents are provided evening and breakfast meals; access to shower and laundry facilities, a weekly medical clinic, and group counseling; as well as individualized case management, life skills instruction, and referrals to other community services/benefits. Programming continues to evolve to meet emerging homeless and community needs.

**Position Overview:**

We are looking for an experienced Facilities Manager to oversee and supervise the maintenance, care, and efficient operation of all equipment and facilities used by CISS. This is a senior role; candidate must be well versed in a variety of maintenance types including electrical, plumbing, HVAC, etc.

**Duties and Responsibilities include:**

- Electrical and/or plumbing equivalency education certificate required
- Communicates workplace safety precautions to employees.
- Ability to read, interpret and analyze electrical/mechanical schematics, block diagrams, and flow charts
- Ability to supervise both skilled and unskilled workers
- Knowledge of machines, mechanisms, and machine controls preferred
- Skilled in the care and use of tools, equipment used in the trades involved
- Considerable knowledge of the occupational hazards and safety precautions of the trades involved
- Must be extremely flexible in work assignments and schedule
- Able to make simple and complex independent decisions regarding equipment troubleshooting
- Able to handle emergencies as they arise
- Other duties as assigned

**Physical:**

- Possibility of 8+ hours per day; standing and walking throughout workday
- Reach, bend, stoop, kneel, sit, use hands, fingers, and pivot frequently throughout workday
- Lift, lower, push, pull, and maneuver up to 75 pounds occasionally
- Must be willing to travel as needed

**Basic Qualifications:**

- 5+ years of maintenance or engineering experience
- Previous experience in apartment facility maintenance preferred
- HVAC & EPA certifications preferred
- Supervisory capabilities
- Must have valid driver's license
- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Must be able to communicate complex information/ideas to staff of varying educational histories

**Key Competencies:**

- Candidate must have experience and/or exposure to all facets of facilities roles including but not limited to: Mechanical, electrical, carpentry, and painting.
- Must be able to demonstrate technical independence in determining work methods and procedures
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to work with all levels of an organization

**Benefits:**

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

*Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*