

**Position Title:** Facilities Coordinator

**Home Resource** is a non-profit community sustainability center with a mission to reduce waste and help build a more vibrant and sustainable local economy through building materials reuse, providing meaningful work opportunities, and educational and Zero Waste programs.

**Job Summary:** Home ReSource is seeking a learning-oriented, hard-working individual to maintain our facilities, make small repairs, infrastructure upgrades, help with workshops, and support store retail operations. The Facilities Coordinator should be able to learn and employ a wide range of skills including building material identification, processing, stocking, pricing, basic construction, maintenance and repair of our facilities, a familiarity with use of reused materials, and understand and use best safety practices at all times. The ideal candidate will work to further the mission, vision, and culture of Home ReSource, operate cooperatively and safely, communicate positively, and be excited to learn with and contribute to our growing organization.

**Reports to:** Store Director; Assistant Store Managers are the daily supervisors

**General Responsibilities**

- Communicate and work cooperatively & effectively with staff, agencies, professionals and customers
- Coordinate and use HR channels to communicate effectively with HR staff on relevant topics
- Know & enforce Home Resource policies and procedures; support & model organizational culture
- Take responsibility for resolving communication breakdowns
- Demonstrate good work habits, including punctuality and ability to organize and manage time and information
- Communicate effectively through email, in-person, and on the phone
- Be adaptable to rapidly changing circumstances
- Interact with people in a pleasant manner, even under stressful conditions
- Accept, act on, and offer constructive criticism
- Treat all people with dignity and respect
- Help problem solve on difficult topics
- Project a positive image of Home Resource
- Remain aware of safety concerns and make safe choices in changing conditions

**Position Responsibilities**

- Responsible for planning, coordinating and completing regular maintenance and light repair of facilities; including HVAC systems, fire extinguishers, basic plumbing, and electrical
- Repair, troubleshoot and upgrade store infrastructure
- Coordinate maintenance and repair of 1535 Wyoming building, interior and exterior
- Some managing volunteers, Youth interns, tasking out Community Service and working with and training reuse specialists
- Maintain orderly and safe storage of materials, work spaces, and equipment
- Answer questions regarding material availability, location, and the mission of the organization
- Evaluate donated materials according to current acceptance policies; process, price, and stock public donations; move materials, assist customers, and use the register
- Ability to safely use power tools in our woodshop
- Develop and implement a maintenance plan and schedule for the HR building
- Responsible for grounds maintenance, including landscaping and snow removal

**Skills Required**

Understanding of HVAC, plumbing and electrical systems use, repair and basic maintenance  
Understanding of use and repair of basic electrical equipment, including motors and shop tools  
Familiarity with building materials use, reuse, and pricing  
Problem-solving, team-building and conflict resolution skills  
Competence with the safe operation of forklift and most power tools  
Prioritize multiple tasks effectively and help others to do so to accomplish organizational goals  
Interpersonal skills and ability to positively communicate with all people where they are at  
Experience in customer service in a busy retail environment

**Essential Functions**

Able to be on your feet and moving, stand for long periods of time, and able to work 10 hour days  
Able to move heavy and awkward building materials  
Operate the forklift to safely transport, store, and load materials  
Able to work outside in all weather conditions

**Minimum Qualifications**

2 yrs experience in retail or a relevant trade

**Preferred Qualifications**

Familiarity with building principles, green and reuse building principles and techniques, and sustainability  
Proficient with Windows based software (Word, Excel, Email, and Internet)

**Pay Scale and hours:** \$13.50 - \$16.50/hour DOE; 35 to 40 hours/week

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

**How to Apply:** Submit a resume and cover letter or application to [carly@homeresource.org](mailto:carly@homeresource.org) by November 13. No phone calls please.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*