



SHELTER. SUPPORT. SOLUTIONS.

**Facilities Supervisor
Job Announcement**

Position Summary

From homelessness to coming home, Pillars provides shelter, support, and solutions to address the housing needs in our community. This Full-Time Facilities Supervisor will work under the direction of the Stable Housing Director and is responsible for the safety and quality workmanship at all Pillars properties (2 Offices, 2 Shelters and housing units).

Duties and Responsibilities

The duties and responsibilities include but are not limited to the following:

- Prepare timelines and tasks lists to keep the turn over time of units to a minimum
- Supervise facility staff and volunteers
- Prioritize work orders, set and meet deadlines
- Provide units meeting safety guidelines and quality work in a timely fashion
- Prepare annual budget and stay within given budget
- Ensure quality of construction by monitoring work site activities and addressing issues immediately
- Build and Maintain relationships with subcontractors and volunteers
- Work with Stable Housing team by open communication and always keeping mission in focus
- Participate in staff, committee, and board meetings as necessary and/or if requested

Core Competencies and Qualifications

- Strong working knowledge of all aspects of home rehabilitation
- Able to meet deadlines
- Pride and ownership in work
- Attitude (no job is too big and no job is too small)
- Adapts to change easily from one activity to another
- Excellent verbal and written communication skills
- Project Management
- Managing People
- Teamwork
- Ability to flex schedule for emergencies

Education and/or Experience

- Prefer Dwelling Contractor Qualifier Certification
- Prefer previous experience in construction project management
- Prefer knowledge in lead safety / OSHA compliance
- Previous supervisory experience
- Hold valid driver's license & ability to drive company vehicles
- Ability to physically lift 60 pounds

Compensation

This full-time position wage range is \$40,000-\$55,000 (depending on licensure and experience). Benefits include health, dental, and vision insurance, retirement savings, vacation, holidays and sick leave.

To Apply

DEADLINE TO APPLY: MARCH 17, 2019

Send resume and cover letter to amuller@pillarsinc.org or mail:

Anne Muller, Organizational Development Director, Pillars, Inc., 605 E Hancock Street, Appleton, WI 54911

Pillars is an equal opportunity employer