

## **Facilities Supervisor**

FamilyAid Boston, the city's largest human service agency solely focused on ending childhood and family homelessness, is seeking a Facilities Supervisor to be the agency's on-site buildings and grounds department point of contact.

Reporting to the Director of Facilities Management and supervising a small maintenance team, the Facilities Supervisor will identify and repair problems as they arise. The Facilities Supervisor works with program leadership to ensure implementation of agency and program policies and practices that ensure the provision of high-quality safe services to our client families and children. This is a hands-on position. The Facilities Supervisor is expected to be able to perform maintenance tasks at all sites and provide oversight, training, and support to the facilities team. The Supervisor will have expertise in administrative and hands-on technical work in the management of routine construction repairs, building and grounds maintenance, and repair operations. In the service of families and children, the use of special maintenance measures and security related procedures and materials may be employed.

The successful candidate will have a Bachelor's degree or equivalent experience, 5+ years professional experience in facilities maintenance, bilingual in English and Spanish or Haitian Creole, knowledge of repair, maintenance, and construction techniques and of the tools, methods, practices, materials and equipment used in the building and mechanical trades, experience in 3 or more of the following trades: HVAC, plumbing, electrical, carpentry, welding, electronics or refrigeration, knowledge of building code, safety regulations, blueprints, technical drawings, preventive maintenance programs. Experience supervising facilities staff and contractors, negotiating with landlords, and researching best product value. Experience in small construction project management with proficiency in all OSHA requirements. Experience w/apartment turnovers, preventative maintenance and scheduling. A valid Massachusetts Driver's License (with a clean driving record), ability to climb a ladder up to 15 feet, ability to lift 75 lbs. and Live within 25 miles of the city of Boston.

With a mission to empower parents facing homelessness to secure and sustain housing and build foundations for their children's futures, FamilyAid is on a fast track to curb the region's growing homelessness crisis. Its nationally recognized homelessness prevention, diversion, emergency shelter, and supportive affordable housing programs serve more than 2,000 children and parents each year. Under new executive leadership, the hundred-plus year-old agency has launched bold new strategies to reduce two-generation homelessness by dramatically increasing its prevention, housing and supportive services for children, putting the organization on a fast-growth trajectory.

FamilyAid Boston is dynamic, friendly, and diverse where results, professional growth and work/life balance are valued. We offer competitive salaries, contribute to

employees' health, dental and retirement plans, and provide generous paid time off. The agency is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Interested applicants should send a cover letter and resume to [hr@familyaidboston.org](mailto:hr@familyaidboston.org) Applications will be reviewed on a rolling basis.