ZHAWENIMIN HARM REDUCTION CENTER JOB VACANCY

JOB TITLE:	FACILITIES MAINTENCE MANAGER
POSITION TYPE:	FULL-TIME NON EX-EXEMPT –VARIOUS SHIFT SCHEDULES
SALARY RANGE:	$28.00 HOURLY, COMMENSURATE WITH EXPERIENCE
BENEFITS PACKAGE:	MEDICAL, DENTAL, VISION, LIFE INSURANCE, PTO, SHORT TERM DISABILITY, 401K, PAID HOLIDAYS
REPORTS TO:	ADMINISTRATION MANAGER
OPEN UNTIL:	UNTIL FILLED

ORGANIZATION

The Zhawenimin Harm Reduction Center (ZHRC) is committed to helping all individuals experiencing homelessness with access to medical, mental health, substance use support, and resources to find permanent supportive housing.

Zhawenimin Harm Reduction Center (ZHRC) is a 57 bed congregate homeless shelter located on the beautiful shores of Lower Red Lake in Northern Minnesota, serving clients in need of chemical, behavioral, and physical health services. ZHRC's mission is to increase well-being through recovery while working to end homelessness. Our vision is communities free from health and economic inequities. We are committed to undoing racism and reducing disparities experienced by the relatives we serve. By providing integrated mental, chemical and cultural health services, housing and housing supports, ZHRC helps individuals overcome personal and systemic barriers to stability, economic advancement, and health.

SUMMARY

A facilities manager oversees the maintenance and operations of a company's buildings and grounds to ensure they remain safe, functional and compliant. Responsibilities typically include conducting inspections, coordinating repairs and maintenance and managing vendor relationships. Their responsibilities may cover everything from HVAC systems and structural upkeep to landscaping and security. By keeping facilities in top condition, they help protect employee safety, support operational efficiency and create a professional environment for clients and visitors.

ESSENTIAL RESPONSIBILITIES & DUTIES ON-SITE

- Inspecting buildings and grounds to ensure compliance with safety and accessibility codes
- Identifying maintenance and repair needs across the property
- Scheduling repair projects, cleaning routines and capital improvements
- Supervising maintenance staff and delegating repair, cleaning and facilities tasks
- Negotiating and managing service contracts with external vendors
- Creating and monitoring facilities budgets for maintenance, repairs and supplies
- Coordinating office relocations and workspace reconfigurations
- Establishing and enforcing workplace safety, emergency and security protocols

 Note: Zhawenimin Harm Reduction Center (ZHRC) considers this position a mandated reporter of abuse.

OTHER DUTIES & RESPONSIBILITES

- Attend in weekly team meetings to discuss program facilities needs or updates, cultural teachings and trainings and other trainings as indicated.
- Participate in trainings and professional development sufficient for the provision of best practice services for participants.
- Managing two staff FTE (1) Janitor & PTE (1) Janitor
- Proficiency with facilities management and maintenance tracking software
- Working knowledge of tools, maintenance equipment and utility vehicles
- Understanding of mechanical systems, including HVAC, plumbing and electrical
- Familiarity with commercial building codes and safety regulations
- Budgeting and forecasting skills to manage facilities expenses
- Contract management skills for overseeing vendor agreements
- Project coordination abilities to manage moves, upgrades and maintenance timelines
- Train and supervise employees of the maintenance department
- Negotiate contracts with outside vendors for execution of maintenance work
- Ensure operational efficiency of electrical equipment and mechanical systems through timely inspection and repair
- Ensure that company premises and facilities are kept in clean and hygienic condition
- Implement workplace safety policies and standards
- Essential Snow removal duties
- Other duties as assigned

QUALIFICATIONS

EDUCATION: Must have a High School or General Education Diploma (G.E.D) required. AA/AAS degree in human services related field or equivalent combination of education and experience.

WORK EXPERIENCE

- Proficient in Microsoft Office applications.
- Demonstrated knowledge of and ability to work effectively with participants with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQIA2+.
- Skilled de-escalation, harm reduction and conflict resolution methods.
- Passionate about the good of our community and safety of our relatives.
- Demonstrate the ability to maintain confidentially and ethics.
- Demonstrate the ability to prioritize issues based on immediacy, urgency, and critical nature and handle complex, emergent situations.

Certificates, Licenses, Registrations

- Ability to pass criminal and background check
- HVAC certification strongly preferred,
- Plumbing Experience required
- Must have minimum of 2 years maintenance experience and or plumbing experience.

- Construction knowledge a plus
- Must be 21 years of age and older
- Valid Minnesota Driver's License and proof of auto insurance
- Adult CPR and Basic First Aid
- Special Engineering Boilers

Zhawenimin Harm Reduction Center (ZHRC), provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, gender identity and/or expression, age, physical or mental disability, veteran status or other protected classification. Zhawenimin Harm Reduction Center (ZHRC) encourages individuals with diverse backgrounds, lived experience, and/or members of the LGBTQIA2+.community to apply.

TO APPLY

Applications and copies of resumes, diplomas/certificates are being accepted at the:
Red Lake Nation Government Center – Human Resources Department
P.O Box 546
Red Lake MN, 56671
Phone: (218) 679-1847
Fax: (218) 679-4176
Shalana.lussier@redlakenation.org

Zhawenimin Harm Reduction Center
23406 North Street
Reyna Gonzalez-Lussier, Admin. Director
Reynagonzalez-rivera@redlakenation.org
(218) 398-5683

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