



We're hiring a Facilities Technician!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center, a 24x7 family center, and six emergency family night shelters in Seattle. We serve hundreds of families – moms, dads, and children – providing a safe place for them to be inside, together at night, along with food, showers, clothing, and access to housing and employment resources.

Position Description

The Facilities Technician works in collaboration with the Facilities Manager and the facilities team to assist homeless women and families, ensuring our buildings are safe and well maintained by identifying hazards, troubleshooting, and performing repairs.

Key Responsibilities

- Performs routine and preventative maintenance to buildings
- Assists with building security and responds to emergency calls
- Works closely with outside vendors and volunteers to ensure work is done in a professional and safe manner
- Acts as a primary contact for all Mary's Place floor staff for any building issues
- Performs maintenance duties as assigned by Facilities Manager

Skills/Qualifications Required

- Work experience related to project management, vendor management, facilities and/or maintenance
- Must have own vehicle and the ability to travel to all organization locations on demand
- Knowledge of plumbing and related repairs
- Able to perform basic electrical work and determine when an electrician is needed
- Must prioritize and manage multi-functional tasks
- Self-motivated possessing a high level of organization
- Experience using standard power tools and non-powered tools
- Education/experience in social services, social work, education, or related field desired
- Strong oral, written, and interpersonal communications skills
- Sensitivity to the needs of guests who are homeless, low-income, limited English speaking, or impacted by domestic violence, substance abuse or other barriers to employment

- Commitment to diversity and an ability to work well with diverse family styles and multi-ethnic populations
- Ability and willingness to work a flexible schedule, including weekends and holidays as needed
- Strong understanding of/commitment to the Mary's Place mission of empowering homeless women, children, and families

Details

- This is a full time position, with some weekends, evenings and holidays required. Salary is \$17-19/hour DOE. In addition, Mary's Place offers the following benefits to full-time staff:
- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and VERY competitive family rates
- Unlimited use ORCA pass for just \$3.50 per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program
- Short and long term disability insurance

Mary's Place is an equal opportunity employer.

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: josh@marysplaceseattle.org. No phone calls please; only applicants selected for interviews will be contacted.

www.marysplaceseattle.org