



423 NE Winchester Street, Roseburg, OR 97470
Phone: (541) 673-0195 Fax: (541) 673-0459
www.SunriseEnterprisesInc.com

Details

➤ **Facilities and Safety Manager**

- Full-Time
- \$24.00/DOE
- Monday – Friday 8:00 am – 5:00 pm
- On-Call Rotation and Emergencies as needed
- 423 NE Winchester ST Roseburg, OR 97470 – but will travel to ALL Sunrise locations as needed

Responsibilities

- Facilities and Maintenance Management of all buildings and vehicles.
- Able to do small repairs as needed but know when to outsource to a vendor as needed.
- Oversight and Management of all facility/vehicle-based Service Contracts and work performed by all vendors.
- Inspect, Maintain, and Document concerns to keep a safe working environment at all locations.
- Coordinate with HR to maintain up-to-date safety and associated training records
- Conduct First Aid and CPR training.

Minimum Qualifications

- Experience with general facility repairs like plumbing, electrical, HVAC, & carpentry
- Experience inspecting/maintaining fleet vehicles and corresponding scheduled maintenance/recalls
- Experience working closely with HR to maintain up-to-date safety and associated training records
- Proficient with technology, including troubleshooting and providing user support.
- First Aid and CPR training certified or ability to be certified within 60 days of employment date
- Safety 1st Mindset
- Valid Oregon driver's license.
- Reliable, dependable, punctual, and good work ethic.
- Must pass a background check and drug screen.

Preferences

- Experience working with adults with intellectual & developmental disabilities.
- Experience with computers, laptops, tablets, phones, printers, point-of-sale systems, security cameras, etc

Benefits

- 50% employee discounts at our thrift and liquidations stores on most items.
- Competitive medical/dental/vision benefits for full-time employees.
- \$10K life insurance at no cost.
- 6 paid holidays.
- Discounts at certain fitness centers.
- Employee Assistance Program.

As a nonprofit, we give hiring priority to people with disabilities. If you would like priority or need a reasonable accommodation, please let us know and be prepared to provide written documentation of your disability.

Sunrise Enterprises is an equal-opportunity employer. We consider applicants for all positions without regard to race/ethnicity, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. If you are an individual with a disability and need a reasonable accommodation in the application or hiring process, please contact Human Resources at 541-673-0195 or email sunrisehr@sunriseenterprisesinc.com

of positions approved for hire 1 Approved _____ Date _____