DAVID BROWER CENTER

Job Description: Facility Assistant

Reports to: Chief Building Engineer

Status: Non-Exempt, Full-time, Regular, At-Will

Pay Range: $24 – $25/hr

Last Updated: September 2021

Position Summary

The Facility Assistant provides primary janitorial services and supports the maintenance of the Brower Center's state-of-the-art 45,000 square foot, multi-use office and conference center building and art gallery. Under the supervision of the Chief Building Engineer, this position carries out daytime janitorial duties and trains new evening janitorial contractors; supports building maintenance, repairs and monitoring; and assists with resident services and emergencies. By helping ensure a high-functioning, LEED Platinum, and professional space, the Facility Assistant plays a key role in the Brower Center’s mission to serve the environmental movement.

Essential Functions

Janitorial Duties

- Maintains clean building exterior, including monitoring front sidewalk to remove debris, sweeping all exterior entrances, vacuuming entry mats as needed
- Checks and cleans all restrooms throughout the day, especially during and after events, and keeps stocked with soap and paper products
- Checks and cleans elevators and stairwells to remove debris; disinfects elevator buttons and removes fingerprints
- Services common area and conference center trash/recycling bins throughout day; cleans receptacles as needed
- Spot cleans entry glass door and windows (interior and exterior) and conference room/common area walls as needed
- Removes cobwebs throughout building as needed
- Checks conference rooms for janitorial needs, especially during events, and vacuum floors and cleans whiteboards as needed
- Cleans mechanical/electrical/telephone equipment room on a regular basis
- Maintains a neat and orderly janitorial closet
- Orders all necessary janitorial supplies as approved by supervisor
- Performs power washing, as assigned
- Participates in cleaning artwork and monitoring artwork for damage, as assigned
- Trains new janitorial contractors, as assigned
- Other cleaning tasks, as assigned

Facility Maintenance and Systems

- Serves as on-site liaison for selected service technicians, as assigned
- Monitors and maintains heat pumps and air handlers (switches filters/belts, checks electrical and overall functioning), on a weekly basis
- Monitors and maintains cooling towers, cistern, and hydrotherm boilers (drains and cleans, switches filters/belts, greases fittings, checks electrical), on a weekly basis
- Monitors inverters and solar panels for proper function weekly
- Monitors restaurant tenant’s kitchen exhaust fan weekly for proper function
- Performs general troubleshooting and basic repairs to facility systems as authorized and assigned by supervisor
- Communicates time sensitive facility issues to supervisor and other staff, as necessary
- Runs facility maintenance-related errands, as assigned
- Assists with other facility management functions as directed, such as replacing light bulbs and painting

Resident Services
• Delivers furniture to tenants as assigned
• Checks shared tenant meeting room and quiet room for maintenance and stocks cleaning supplies as needed
• Other tasks, as assigned

**Events and Art Gallery**
• Places daily “Today’s Events” signs, signage indicating events in the Hazel Wolf Gallery, and general event signage as needed
• Re-sets or removes furniture to correct floor plan after events using that space have ended
• Checks conference rooms for cleanliness, especially during events, and vacuum floors and cleans whiteboards as needed
• Sets up, breaks down, cleans and sanitizes tables, chairs, whiteboards, and other event equipment and supplies
• Maintains neat and orderly event furniture and equipment storage spaces
• Checks events layouts and janitorial instructions via Google Drive and Google Calendar on a daily basis
• Ensures accuracy of events layout set-up and event space cleanliness performed by night-time janitorial and event porter staff
• Serves as on-site liaison for daytime porter staff

**Security and Emergencies**
• Opens and closes the building, front desk, lobby and gallery as needed, following opening and closing protocols
• Assists supervisor during emergencies and drills as needed

**Other Duties**
• Attends weekly staff and organizational planning meetings as appropriate
• Completes required paperwork in a timely and accurate manner
• Additional responsibilities and tasks as assigned

**Qualifications**
• Minimum one year facility maintenance or custodial experience
• High School diploma or equivalent preferred
• Knowledge of green cleaning methods, procedures, techniques and safe working methods preferred
• Proactive with close attention to detail
• Ability to perform repetitive tasks and maintain routine cleaning and maintenance schedules
• Ability to operate equipment necessary for maintenance of facility
• Knowledge of building HVAC, plumbing, painting, carpentry and electrical systems a plus
• Interest in green building and innovative design
• Strong interest in skill building
• Ability to thrive on a small team, to take responsibility and to meet deadlines
• Ability to lift, carry, push, pull and move heavy furniture and equipment (up to 50 lbs.)
• Ability to climb stairs and ramps, walk or stand for extended periods of time, and reach overhead and horizontally

**To Apply**

Please send a cover letter, resume, and contact information for two professional references to hiring@browercenter.org with “Facility Assistant” in the subject line.

We regret that we cannot respond to all inquiries.

*The David Brower Center is an equal opportunity employer and is committed to workplace diversity.*