

DAVID BROWER CENTER

Job Description: Facility Assistant

Reports to: Chief Building Engineer

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

Pay Rate: \$25/hr

Last Updated: January 2022

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.