

DAVID BROWER CENTER - Downtown Berkeley

Job Description: Facility Maintenance Assistant

Reports to: Chief Building Engineer (CBE)

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

Pay Rate/Benefits: \$25/hr + PTO, benefits package included **Last Updated:** Jan 2023

Contact: hiring@browercenter.org or call 510-809-0900 to make an appointment

Position Summary

The Facility Maintenance Assistant 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 CBE this position supports building maintenance and repairs, assists with tenant services and emergencies, and responds to daytime janitorial needs. By helping ensure a high-functioning, LEED Platinum and professional space, the Facility Maintenance Assistant is key in ensuring our building is clean, safe, and welcoming home for the environmental movement.

Ideal Candidate

Takes pride and ownership of the building, is interested in green cleaning methods, and has a strong commitment to safety in a public building. This job covers many different areas and skill sets; we understand and expect training will be required - a successful candidate will come in with a learning mindset. We look for good judgment and the ability to multi-task, think on your feet, manage deadlines, and prioritize various tasks with a focus on safety and service.

Essential Functions

Facility Maintenance and Systems

- Serves as on-site liaison for selected service technicians, as assigned
- Monitors building systems for issue heat pumps and air handlers (switches filters) cooling towers, cistern, and hydrotherm boilers, solar panels, inverters, exhaust fans - training provided
- Performs general troubleshooting and basic repairs to facility systems as assigned
- Communicates time-sensitive facility issues to supervisor as necessary
- Runs facility maintenance-related errands as assigned
- Assists with other facility maintenance projects as directed, i.e., painting, repairing furniture

Janitorial Duties

- On-site, on-call for janitorial needs during business hours as they arise. (Stocking bathrooms and emptying trash cans during events, cleaning spills from tenants, addressing front entry issues like graffiti).
- Liaison for janitorial needs - coordination with admin staff, events team, and overnight janitorial staff
- Maintains and supplies shared janitorial closet
- Responsible for deep cleaning seasonal projects as assigned (i.e., power washing and floor polishing)

Conference Center Support and Resident Services

- Checks conference center spaces for cleanliness and good repair before, during, and after client use, both independently and alongside events staff
- Maintains clean and orderly event furniture inventory and equipment storage spaces
- Assists with event furniture/equipment setup and repair as needed
- Serves as on-site liaison for daytime porter staff if present
- Opens and closes the building, front desk, lobby, and gallery as needed
- Communicates safety concerns to the appropriate staff and serves as part of the emergency response team

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
- Proactive with close attention to detail, interest in learning new skills
- Knowledge of building HVAC, plumbing, painting, carpentry, and/or electrical systems
- Familiarity and confidence in a variety of tools
- Experience fixing unfamiliar items; handy
- Ability to perform repetitive tasks and maintain routine maintenance and cleaning schedules
- Ability to operate equipment necessary for the maintenance of the facility
- Ability to lift, carry, push, pull and move heavy furniture and equipment (up to 50 lbs.)
- Comfort working at height (ladders, scaffolding, and lifts)
- Ability to climb stairs and ramps, walk or stand for extended periods of time, and reach overhead and horizontally