

HIRING - DAVID BROWER CENTER

Job Description: Facilities Manager

Reports to: Executive Director

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

Salary Range: \$70k-\$85k

Last Updated: January 2025

Position Summary

The Facilities Manager oversees the maintenance and security for the Brower Center's state-of-the-art Class A, LEED-certified 45,000 square foot multi-use office and conference center building and art gallery. The position monitors and maintains optimum performance of all building systems, manages facility emergency and security, responds to resident organizations' facility needs, manages preventive maintenance and third-party facility contractors within budget, and supports furniture and equipment set-up and breakdown for hundreds of special events and meetings.

This full-time position requires a team player who is passionate about sustainable and environmentally healthy maintenance practices, can simultaneously manage multiple projects, has experience with building management systems, is committed to providing excellent customer service, has excellent communication skills, and is highly effective managing employees and vendors. The Facilities Manager has two direct reports, the full-time Facility Coordinator, and the Building Systems Coordinator, and works closely with the Events Director regarding events set-up, breakdown and cleaning, and the Administrative Assistant and Executive Director regarding Resident Organization requests and communication.

Essential Functions

Facility/Mechanical Systems Maintenance

- Monitors and maintains optimum performance of all building systems, including HVAC and water circulation system, mechanical, electrical, plumbing, fire/life safety, access control, security, and landscaping
- Regularly inspects all building systems and takes corrective action as necessary
- Implements preventive maintenance program for all building systems and equipment, documents all maintenance activities
- Schedules and oversees all required inspections and testing of systems and equipment, including fire/life safety systems, elevator, sewer cleanout, etc.
- Maintains digital archive of all building systems, including improvements, plans, inspections, reports, repairs
- Is available to address emergency building issues on nights and weekends
- Manages overnight janitorial contractors, coordinating the daily schedule and managing issues as needed
- Trains staff on proper operation and maintenance of building systems and equipment as appropriate
- Oversees schedule and performance of janitorial and landscaping contractors and provides feedback/guidance as necessary
- Manages the work of all facility contractors and vendors within budget, submitting accurately-coded invoices to accounting timely and documenting that proper insurance is in place
- Completes repairs, handyman tasks, and touch-up painting, or supervises the Facility Coordinator to do so, as appropriate
- Maintains and organizes all building and janitorial supply inventories
- Manages the trash/recycling room in coordination with restaurant tenant, janitorial firm, event staff, and others as needed
- With Executive Director, develops annual facility maintenance budget and calendar and reviews accuracy of reserve study component inventory and repair and replacement schedules
- Represents the Brower Center in the Downtown community, maintains positive relations with other property managers associated with neighboring properties
- Responds to all Resident Organization facility requests, as assigned
- Communicates with team members regarding facility maintenance/repairs that may affect tenants, conference center operations, and/or the gallery.
- Informs Administrative Assistant when facilities activities require direct charges for tenant invoicing

Security and Emergency Management

- Implements building safety procedures for electrical outages, fire emergencies and earthquakes
- Oversees building opening and closing procedures
- Oversees maintenance and usage of front door locking software and schedule

Events and Art Gallery

- Supports the set-up/breakdown of furniture and equipment for the conference center.
- Supports art installation work in the gallery as needed
- Oversees daily monitoring of artwork once installed, and ensures that the gallery/lobby furniture and signage are set to their default locations unless otherwise specified

Other Duties

- Designs and fabricates miscellaneous items such as furniture and storage containers as needed
- Supports the execution of Brower Center-produced events as needed
- Actively participates in bi-weekly staff meetings and organizational planning as appropriate
- Completes required paperwork in a timely and accurate manner
- Additional responsibilities and tasks as necessary

Qualifications

- Minimum of 2 years of professional experience in commercial or institutional buildings
- High School diploma or equivalent required, additional building certifications desirable
- Knowledge of building HVAC, plumbing, and electrical systems
- Minimum of 2 years experience supervising employees and managing contractors
- Experience with building management system software (e.g. Metasys)
- Proficiency with computers (Mac and PC), Internet, email, customer service work order system, MS Word, and MS Excel required
- Basic handyman and painting skills
- Ability to research and write proposals, budgets, reports, and summaries
- Ability to thrive in a small team environment, to take responsibility, and to meet deadlines
- Ability to work well both collaboratively and independently
- Excellent customer service and communication skills (written and verbal)
- Calm under pressure and experienced with crisis management
- Proactive approach to solving problems and creating solutions
- Ability to lift, carry, and move heavy furniture and equipment (up to 50 lbs.) and work at height
- Bilingual (Spanish/English) preferred
- Possession of California driver's license required and a clean record and insurance preferred

To apply, please send a resume and cover letter to [hiring@browercenter.org](mailto: hiring@browercenter.org) with "Facilities Manager Application" in the subject line.