

Job Title: Facilities Maintenance Technician-Berkeley area **Type:** Hourly Non-exempt

Department: Facilities **Supervisor:** Operations Manager

Introduction

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: *to ease and end the crisis of homelessness in our communities*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County, supports this mission and everyone who works for or on behalf of BFHP understands and is loyal to this mission and purpose. The Agency's mission is responsive to the constituency and communities served by it and to be of value to society at large.

Position Summary

In collaboration with the Operations Manager and the Program Managers, the Facilities Maintenance Technician will provide direct support for the operational facility functions for the programs/administrative offices in Alameda County. This is a hands-on position with responsibility for maintaining our facilities, assisting with basic Information Technology needs, and handling compliance needs related to BFHP's accreditation with Commission on Accreditation of Rehabilitation Facilities (CARF) compliance standards.

Facilities Responsibilities

- Responsible for performing repairs, conducting maintenance and cleaning most often personally and also through the supervision & oversight of staff or independent contractors.
- Plan, schedule, supervise, and inspect the work of staff or independent contractors engaged in the repair, maintenance, cleaning and upgrades of offices and facility equipment ensuring conformance with standard maintenance and repair procedures and state, county, and local building codes.
- In partnership with the Operations Manager: schedule and inspect the maintenance and routine upkeep of BFHP owned or leased buildings: including building interiors and exteriors. Including pedestrian walkways as specified in the leased properties
- Set up and maintain HVAC systems, alarm systems, electricity (PG&E/SMUD), water and other services as may be needed for sites.
- Assist the contracted IT support services company with setting up internet connections, phone systems, and other services as may be needed for all program sites.
- Oversee the leased & owned vehicles working with the external service providers to ensure vehicles are well maintained, properly licensed, insured and that staff understand and follow safe driving protocols.

- Order equipment and oversee the ordering of supplies per internal protocols to support facilities maintenance activities
- Perform and/or coordinate the maintenance and repairs of office equipment and furniture
- Work with Operations Manager to develop and manage a defined facilities budget for the facilities department; review on quarterly basis to ensure facilities budget is within budgetary constraints
- Assist with annual reporting and inspections for all buildings operated by BFHP Roads Home program
- Assist with annual physical inventory on all agency owned appliances in partnership with the Operations Manager, Director of Programs, Associate Director of Programs and Program Managers
- Under the direction of the Operations Manager assist with CARF accreditation and re-accreditation, ensuring compliance and goals are met consistently

Training Responsibilities

- In collaboration with the Operations Manager assist with training new staff on emergency evacuation procedures, driving policy and CARF trainings and drills
- Maintain documentation of training and equipment (with the exception of IT equipment)
- Along with Senior Program Manager (SPM), identify staff training needs for the programs

Qualifications, Skills and Abilities

- A minimum of three years' demonstrated success in overseeing multi-site operations
- A minimum of three years' demonstrated success working in a hands-on facilities capacity
- Ability to perform hands-on repairs, maintenance, carpentry, light plumbing and electrical
- High school diploma or GED required; a bachelor's degree is a plus
- Must possess excellent organizational skills, initiative and follow-through, and be detailed oriented
- Ability to set priorities, meet deadlines and work in an orderly manner in a busy environment
- Ability to interact in a supportive and professional manner with staff and clients of diverse cultural and economic backgrounds
- Excellent written and oral communication skills
- Ability to maintain professional conduct, attitude and appearance at all times
- You are a problem solver: You are highly organized and manage complex processes confidently and efficiently. You can identify issues, effectively structure problems, analyze data to produce insights and generate wise, actionable recommendations
- You have clean DMV record, a valid driver's license, and can pass a background clearance

- You have personal qualities of integrity, credibility, and a commitment to and passion for BFHP's mission
- You have a sense of humor!
- You are resourceful with a *can do attitude!*

Physical Requirements

While performing the duties of this job, the employee will be

- Regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms.
- Frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly.
- Regularly required to reach, stoop, kneel, or crouch.
- Regularly required to lift or move up to 50 lbs.

We are extremely proud of our diverse team and welcome all qualified applicants regardless of race, color, religion, age, sex, language, 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.

Job Type: Full-Time

Salary: \$25/hour