

Title: Facilities Maintenance Technician

Reports To: Facilities Manager

FLSA Status: Non-exempt

Approved Date: March 2019

Part-time: 25-30 hours a week

Salary Range: \$16.50-\$18.50 per hour

Summary: This position is responsible for a wide range of maintenance and operations support of the 21 Acres Center, a LEED Platinum-certified building, and its grounds. The position responsibilities include some occasional light construction projects, vehicle maintenance, equipment repair, light landscaping and other duties as needed. As Facilities Maintenance Technician, you will be supporting the Facility Manager and general operations toward 21 Acres' ultimate goal of educating the public about how the ecology of this facility and management approach support soil health and mitigate climate change.

This is a highly physical position which requires the ability to work outdoors in all seasons and weather conditions. The schedule for this position is Tuesday through Saturday. The schedule may be flexible and determined in advance between Facility Maintenance Technician and the Facility Manager. The Facilities Maintenance Technician reports to the Facilities Manager and requires representation of the 21 Acres mission to inspire action to solve climate challenges by learning as a community to grow, eat and live sustainably by performing the duties outlined below.

This position reports to the Facility Manager.

Essential Duties and Responsibilities:

- Perform regularly scheduled inspection/maintenance duties for building systems, including HVAC, kitchen equipment, refrigeration, water filtration, composting toilet system, and life safety.
- Complete unscheduled maintenance requests, troubleshooting, and light repairs on campus systems, equipment, and/or furnishings.
- Perform regular vehicle inspections and/or maintenance on occasion.
- Document maintenance processes and keep logs of maintenance activities; collect data.
- Perform occasional light construction to facilitate evolving needs both indoors and outdoors.
- Assist Farm Education Team in maintenance of natural water treatment systems such as biodigesters, biofilters, bioswales, and rain gardens.
- Occasional light custodial work.
- Assist with event setup as needed.
- Occasionally operate vehicles, including large delivery trucks, rental equipment (i.e. backhoe, chipper, compactor, etc.) and/or farm equipment. (No commercial license needed.)
- Continue to build your own knowledge about LEED buildings as well as sustainable environments and food systems to effectively communicate about sustainable living and the 21 Acres mission to our guests.
- Occasionally assist with supervision of interns, volunteers and/or volunteer projects, and provide tours, where and when applicable.
- Build effective working relationships with individuals inside and outside the organization.
- Act in accordance with the mission statement; promote and adhere to organization values.
- Exhibit regular and timely attendance, with ability to accommodate occasional irregular work hours.

- Other duties as assigned.

Commonly performed tasks during a work day:

- Fix leaking sink fixtures and drains.
- Source appliance/equipment repair/parts.
 - Safely troubleshoot electrical issues (using a multi-meter).
 - Organize and search for information in facilities equipment manuals.
 - Find parts from local suppliers and online.
- Replace light bulbs and components.
- Check and charge batteries as needed.
- Perform minor furniture repairs.
- Construct and install outdoor signage.
- Repair, refinish, and paint outdoor signage.
- Document work performed on equipment for future repair/maintenance reference.
- Lock up the building, close up the commercial kitchen, and check gas valves.
- Assist in maintaining the waste stream by taking out the compost and trash as needed.
- Help to facilitate spatial organization/ease of use.
 - Notice when things are out of place and help keep orderly.
 - Be aware of and check with others in the space during repairs. Be sure not to disrupt active work/projects.
 - Assist staff and building users in finding the resources they need without compromising safety/security.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, Training or Skills Required:

You must have some experience in one or more of the following skills/trades:

- Commercial building operations & maintenance
- Equipment troubleshooting and/or repair
- Mechanical/HVAC
- Electrical
- Plumbing
- Carpentry
- Construction
- Renewable energy generation
- Refrigeration
- Life safety
- Energy management
- Water management
- Vehicle maintenance/repair
- And/or other related trades

Additionally, you must have:

- Ability to read and understand equipment specifications, wiring diagrams, and/or building plans.
- Knowledge and experience in safe use of power tools (drills, saws, etc.), hand tools, and ladders; commitment to using personal protection equipment when performing these activities.
- Ability to work outdoors with varying and uneven topography, on a roof (with proper safety equipment) and in all seasons and weather conditions.
- Strong interpersonal skills and ability to successfully work independently and with diverse teams.
- Strong communication skills; ability to read, write, type, and communicate in English.
- Proficiency with the Microsoft Office Suite.
- Superb attention to detail, problem-solving skills, creativity, initiative, and ability to prioritize tasks appropriately.
- Knowledge, enthusiasm, and representation of the sustainability lifestyle and organization mission.
- Ability to sometimes work in a hectic environment, and be flexible, adaptable, and innovative.
- Ability to lift and carry items up to 50 lbs. unassisted.
- Must have a Driver's License and be willing to drive 21 Acres vehicles as needed.
- Must pass background check.

Preference given for individuals who also have knowledge/experience in:

- Project management
- Building science principles
- Building automation/management/monitoring systems
- Well water systems, pumps, irrigation and/or controls
- IT systems
- Water-conserving irrigation and/or rain catchment
- Waste stream/materials life cycle management/composting
- Google Sketchup or other modeling software

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position necessary to successfully perform the essential functions of this job.

The 21 Acres facility is a LEED Platinum certified building that facilitates a learning environment for sustainable and regenerative living. Tours and general work involve maneuvering over unpaved and uneven grounds, some of which is farmland. The work environment has a moderate to high noise level.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position frequently involves mobility between first and second floors, and the outdoors; reaching, bending, climbing ladders, grasping, lifting, pulling, pushing, standing, kneeling, squatting, and twisting; ability to lift and carry items up to 50 lbs.

21 Acres is an Equal Opportunity Employer. 21 Acres does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental

disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and our current needs.

To Apply: Please send an email to jobs@21acres.org with **one PDF** attached that includes both your **resume** and a **cover letter** addressing how your background, knowledge, and enthusiasm fits with the detailed job requirements.