

Title: Facilities Specialist

Reports To: Facilities Manager

FLSA Status: Non-exempt

Part-time: 25-32 hours a week

Salary Range: \$27-\$32 per hour

21 Acres is a climate education nonprofit that is committed to fostering an inclusive and diverse workplace that honors lived experience, addresses historic inequities, and fosters career growth. If you don't meet all of the qualifications outlined below, tell us why you'd still be a great fit for this role in your cover letter.

Summary: The Facilities Specialist reports to the Facilities Manager and is responsible for assisting with a wide range of maintenance and operations support for the 21 Acres Center, a LEED Platinum-certified building, and its grounds. Responsibilities include assisting the Facilities Manager with occasional light construction projects, vehicle maintenance, equipment repair, light landscaping, and other duties as needed. You will be supporting the Facilities 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 and may be flexible as arranged in advance with the Facilities Manager.

Every position at 21 Acres involves thriving in a fluid, sometimes hectic environment, making contributions to the organization's success amid dynamic priorities, and keeping strides alongside other leaders in the field of sustainability. Sharing ideas and enthusiasm is strongly encouraged, and preferred. This position requires the ability to represent the 21 Acres mission of climate education by performing the following duties:

Essential Duties and Responsibilities:

- Assist with monitoring the energy management system, and the collection and processing of data.
- Complete unscheduled maintenance requests, troubleshooting, and light repairs on campus systems, equipment, and/or furnishings.
- Perform occasional light construction to facilitate the evolving needs of the facility, both indoors and outdoors.
- Assist with the maintenance of natural water treatment systems, such as biodigesters, biofilters, bioswales, and rain gardens.

- Assist with routine landscaping around the building and security management.
- Occasional basic custodial work.
- Assistance with education and volunteer events, including tours and development of outreach activities.
- Assist with event setup/teardown 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 with guests about sustainable living and the 21 Acres mission. 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 the ability to accommodate occasionally irregular work hours.
- Assist staff and building users in finding the resources they need without compromising safety or security.
- Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education, Experience, Training or Skills Required:

You must have some competence in four or more of the following skills/trades:

- Commercial building operations and 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
- Native plants/Landscaping
- Other related trades

Additionally, you must have:

- Ability to read and understand equipment specifications, wiring diagrams, and/or building plans.
- Knowledge and experience in the safe use of power tools (drills, saws, etc.), hand tools, and ladders; and a 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 the ability to successfully work both independently and with diverse teams.
- Strong communication skills; ability to read, write, type, and communicate in English.
- Proficiency with Microsoft Office Suite.
- Superb attention to detail, problem-solving skills, creativity, initiative, and the ability to prioritize tasks appropriately.
- Knowledge, enthusiasm, and representation of the sustainability lifestyle and 21 Acres' organizational mission.
- Ability to work in a dynamic environment, and be flexible, adaptable, and innovative.
- Must have a valid driver's license and be willing to drive 21 Acres' vehicles as needed.
- Must pass a background check.

Preference will be given to individuals who also have knowledge/experience in:

- Facilities management
- Building science principles
- Building automation/management/monitoring systems
- Well water systems, pumps, irrigation and/or controls
- Project Management
- 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. 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. We will consider only those applicants who have accurately followed these instructions.