

Job Title: Facilities Manager

Job Level: Full-time (Exempt)

Job Summary:

Greentown Labs, a mission-driven social enterprise, proudly fosters a vibrant culture emphasizing teamwork, positivity, personal growth and passion. We seek employees who share our zeal for clean technology, sustainability, entrepreneurship, and wish to grow with a thriving organization. The mission of Greentown Labs is to enable cleantech and energy entrepreneurs to develop hardware prototypes that will solve the world's most pressing energy and environmental problems.

As Greentown Labs expands its operations and opens our brand new facility, the Global Center for Cleantech Innovation at 444 Somerville Ave., it needs one individual to manage the building systems in our three locations; all located a short walk from each other in Union Square Somerville, MA. This person will ensure that all building systems are fully operational and functioning properly making Greentown Labs a safe and productive place to work for all.

About Greentown Labs:

Greentown Labs is a community of entrepreneurs solving the world's biggest energy and environmental challenges. We will be operating roughly 100,000 sq. ft. of co-located prototyping lab and office space in Somerville. Greentown Labs supports cleantech and energy-tech startups with the resources they need to move from prototyping stage to first customers.

Founded by MIT-based cleantech startups, Greentown Labs is now a highly visible gathering place, inspiring and supporting a generation of entrepreneurs through programs, initiatives, and events. Greentown Labs tours nearly 5,000 visitors from around the world annually, promoting the growth of a resource-smart ecosystem and sharing ideas and best practices at the nexus of clean technology, innovation, and entrepreneurship.

Primary Responsibilities of this Role:

This person will be responsible for the physical infrastructure of the buildings, building systems and grounds that make up the Greentown Labs campus. This includes 100,000SF of co-working office and prototyping lab space in three different buildings located a short walk from each other.

Required Education/Experience and Skills:

- Five years of Facilities Manager or Facilities Support experience or similar. If in a similar position, the candidate must have demonstrated hands-on experience with mechanical systems and good troubleshooting skills.
- Experience vetting, hiring and managing contractors.
- Proficiency with email, Google Apps (Drive, Calendar, Docs, Sheets, Etc.), safety

- documentation, Microsoft Office including Excel.
- Knowledge of computer-controlled mechanical systems and facility apps required for smooth operations.
- Ability to carry packages and equipment weighing up to 50 pounds, climb ladders and complete two quarter-mile roundtrip facility walkthroughs each work day.

Desired Skills and Certifications

- Ability to read and work from architectural drawings, electrical one-lines.
- Class I, II, or III forklift/powered industrial truck trained and experienced user.
- OSHA 30 hour certified.
- Familiarity with NFPA 70E.
- Experience developing or hazard communication and chemical hygiene plans.
- Knowledge of other languages (Spanish or Portuguese preferred).

Key Responsibilities:

1) Maintenance and repair of all building and building systems.

It is very important that all building systems are fully operational all of the time so that our members can be productive. The successful candidate will be expected to identify or investigate failed systems and create a repair or improvement plan. A big focus for this person will be identifying and implementing plans to operate our mechanical systems as efficiently as possible. Some of this work will be hands-on and some will be through hired contractors.

Building systems include: HVAC, electrical, plumbing, windows, lighting, roof, appliances, walls, doors, desks, printers, audio visual, phones, projectors, tv's, elevator, loading dock equipment, fire alarm systems, snow removal, waste removal, cleaner management, pest control and also some support for the machine shop, parking, IT and wet lab mechanical systems. Wet lab systems will include water purification, compressed gasses, vacuums, ovens, refrigerators and freezers. Accessibility to the buildings also falls under the responsibility of the successful candidate - this includes ADA compliance and snow and ice removal.

2) Security of the buildings and grounds:

Our members need to know that their work is secure. They need to trust that the facilities where they keep very valuable equipment and intellectual property is safe. Maintaining security of the building and grounds will include daily walk-throughs of all buildings, support for the maintenance of door locks and opening and or closing the buildings.

Supporting Responsibilities:

- Events:
 - o Events at Greentown Labs occur often and are a team effort. The successful candidate will be expected to participate on-site for some events in the evening and make sure facility-related systems are set up as needed.

Job Description

Oct 2017

- Wet Lab:
 - The wet lab will have its own support manager but many of the mechanical systems will likely need to be trouble-shot if they fail unexpectedly. Operating these systems on a daily basis may be the responsibility of the Facility Manager.
- Parking Management:
 - The Facility Manager will need to ensure that parking spaces are clear and useable and will need to report problems and tow violators.

Equal Opportunity:

- The mission of Greentown Labs is to enable people and technologies to solve the world's biggest energy and environmental problems. As such, Greentown Labs seeks to fully represent our community and constituencies - particularly low-income communities and communities of color - to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. **We actively encourage candidates from broad, diverse backgrounds to apply.** Greentown Labs is an equal opportunity employer.

Compensation:

- This position will be full-time salaried with benefits including healthcare and 401K
- Actual compensation will be commensurate with experience.

Next Steps:

- Expected start date will be December 2017 or January 2018.
- Please send your resume, cover letter and a list of three references to talent@greentownlabs.com by November 24th, 2017
- Interviews are expected to begin in December of 2017.