



## **Alliance for Sustainable Colorado Alliance Center Facilities Technician**

The Alliance Center Facilities Technician is a full-time exempt position that is responsible for Facilities management and operations of the Alliance Center, ensuring it is running smoothly, efficiently and cost-effectively to provide a healthy, secure, safe, and pleasant environment for tenants, staff and visitors.

The Facilities Technician reports to the Alliance Center Director. It is a hands-on position that requires a do-whatever-it-takes attitude and enthusiasm. The expected normal work week is 40 hours per week, although the position may require more at times, including after-hours on-call support for emergencies.

### **Duties include, but are not limited to:**

- Managing the general operations and maintenance (O&M) for The Alliance Center, ASC's multi-tenant nonprofit office building which houses over 30 non-profit organizations, and its parking area. O&M is a hands-on area of responsibility including ensuring the building is clean, healthy, efficient/smoothly-running and provides a good working office environment for tenants, visitors, and staff. O&M includes diverse tasks such as daily building walkthroughs to identify and rectify maintenance and janitorial issues, monitoring plumbing, HVAC, electrical and lighting systems, telecommunications and conference room equipment, appliances, painting, carpet and generally overseeing or conducting building maintenance and repairs, addressing tenant issues, and addressing and minimizing wear and tear.
- Maintaining good tenant relations both resolving their issues while enforcing lease terms.
- Overseeing some vendors as assigned by the Alliance Center Director, which may include some oversight of the building management company and service/janitorial companies, tax authorities, fire authorities, etc. to minimize O&M costs and ensure a safe and healthy environment,
- Continuously working to improve building operations efficiency, to recommend upgrades and implement green building practices and new sustainable technologies, including ensuring new features are incorporated into educational signage, tour discussions, etc.
- Being a public liaison for the Alliance Center and Alliance for Sustainable Colorado, including providing building tours, assisting in development of self-guided tour and marketing materials.

Additional duties may be required, such as assisting with specific Special Projects, such as assisting in tours or other fundraising activities for capital improvements (e.g., HVAC replacement, sustainable cooling units), assisting with Alliance outreach events (e.g., booth assembly or break down, booth attendant, photographing conference, etc.), and providing general support to Alliance staff and tenants.

The above itemized list should be considered as representative of the types of duties required by the position. The position will continue to evolve as the organization and your relationship to it evolves to ensure that we are a flexible and forward-looking non-profit organization.

The position requires the successful applicant to assist the Alliance Center Director in some or all of the following activities:

#### Tenant Communications and development

- Field tenant inquiries and comments.
- Write-up tenant work orders and resolve or, if needed, dispatch requests to in-house maintenance staff or subcontracted maintenance companies; follow up to ensure completion of work and tenant satisfaction. Document outcomes.
- Develop and maintain good relations with tenants.

#### Property Management duties

- Manage St Charles Town Management Company and other contractors.
- Implement LEED for Existing Buildings policies.
- Maintain LEED for Existing Buildings quarterly reporting.
- Promote building efficiency.
- Identify appropriate fixes/renovations for the Alliance Center, when necessary.
- Potential to manage small construction projects.
- Maintain appropriate records and tracking of work needed and completed.

#### Manage and investigate opportunities for Shared Services

- Manage digital phone system.
- Manage shared internet service.
- Budget development and gaining estimates for Shared Services.
- Manage digital sign network.

#### Team Work

- Budgeting for Alliance Center Program Area.
- Assist with internal IT for Alliance for Sustainable Colorado.
- Assist the Alliance for Sustainable Colorado team with other projects and events.
- Help develop strategic plan for the Alliance Center and the Alliance for Sustainable Colorado.
- Participate in fundraising and related activities.
- Give occasional tours of the Alliance Center, highlighting sustainability to the general public, press, or dignitaries.

#### SKILLS AND EXPERTISE

- Hands-on trades experience, such as construction, electrical, plumbing work.
- B.A or B.S. desirable
- Fluent in written and spoken Spanish a plus
- Building management experience desirable
- Proficiency in Microsoft Word, Excel, and Outlook.
- HVAC knowledge a plus
- Willingness to develop organizational and communication skills (verbal and written).
- IT systems, cabling, network management a plus

## DESIRABLE QUALITIES

- Organizational and time management skills with ability to manage multiple priorities and deadlines
- Ability to work independently; and take initiative working without supervision while keeping supervisor informed
- Meticulous, with strong attention to detail and accuracy in record keeping, excellent task follow through.
- Diplomatic, professional and pleasant interactive style.
- Inclination to actively participate in a team environment.
- Ability to problem solve and respond quickly to tenant and staff requests and needs.
- Flexible, sense of humor and willingness to commit to the organization over the long term.
- Self-confident; open to new experiences, appreciative of diverse perspectives and traditions.
- Highest level of integrity and business ethics.
- Possess strong verbal and written communication skills.
- Function efficiently in a fast-paced environment.

## COMPENSATION AND WORK WEEK

Compensation for this position is approximately \$25,000 annually, commensurate with experience and qualifications. Excellent employee benefits including health care, vacation, and holidays are included. Most work will be completed in the Alliance office. 40 hours per week, typically Monday through Friday, with some evenings and weekends required and on-call status for building emergencies.

## APPLICATION INSTRUCTIONS

To apply, send cover letter, resume by email to: [employment@sustainablecolorado.org](mailto:employment@sustainablecolorado.org).

## **Unauthorized propagation to unauthorized websites or listservs prohibited**

*Please note: we do our best to respond to inquiries about job postings, but with the advent of the internet, we often get overwhelmed with responses to job postings. Please accept our apology if we are unable to respond to your inquiry and provide the individual attention to each inquiry we wish we could give it.*