

Minnesota Street Project

Position: Facilities Specialist

Status: Full-time | Exempt | Salaried

Compensation Group: Experienced

Compensation Range: \$70,000 - \$80,000

Reports to: Operations Manager

Hours: Monday – Friday, 9:00 am – 5:30 pm (with availability for 8:00 am starts and 6:30 pm ends, and evening and weekends as needed)

The Minnesota Street Project (Project) and the Minnesota Street Project Foundation (MSP Foundation) value a community where everyone can participate in arts and culture and strives to cultivate equity in all of its programs. We value a diverse workforce built upon inclusion, equity, and cultural humility and are proud to be an equal opportunity workplace. We believe that the arts have the power to change hearts and minds, and to inspire social change. We also believe that arts and culture are key elements in creating desirable places to live, learn, work, and visit.

About Minnesota Street Project:

Located in San Francisco's historic Dogpatch district, the Project is a for-profit enterprise that supports contemporary arts in the Bay Area by providing sustainably below-market rents to artists, art galleries, and arts non-profits and by providing spaces for visiting exhibitions and arts-related programming.

About Minnesota Street Project Foundation:

An affiliate of the Minnesota Street Project, the MSP Foundation was created to advance educational and civic programming and provide direct financial support to artists and arts organizations.

Job Summary

Minnesota Street Project is currently seeking a full-time Facilities Specialist. The Facilities Specialist serves crucial roles in ensuring that the eight (and growing) buildings on our campus, and their building systems, are functioning properly and efficiently. The position is responsible for the upkeep of mechanical, electrical, and plumbing systems as well as general maintenance at the various buildings on campus. This position demands a blend of technical knowledge, hands-on skills, creative problem solving and the ability to respond promptly to any issues that may arise. This position also serves a supportive role to the campus-wide programming as it pertains to facilities.

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Essential Responsibilities:

- Coordinate all facility maintenance, repair, and construction in a manner than best supports the ongoing successful operation of the campus buildings.
- Perform, contract and/or coordinate all routine maintenance, repairs, and operational services on buildings and systems within. Maintain, update, and prepare maintenance logs, work orders, documents, and reports.
- Review and analyze the campus building operational status and any issues affecting proper operation and assist in the development of strategies and solutions to correct operational deficiencies.
- Respond to emergency situations, such as power outages, water leaks or security breaches. Prepare facilities for changing weather conditions. This includes after hours emergency response if needed and must be able to respond in a timely manner.
- Conduct routine inspections ensuring all facility-related deficiencies are reported and progress toward correction is tracked.
- Inspect and diagnose mechanical, electrical, and plumbing issues.
- Oversee building security and access control mechanisms. This includes after hours emergency response if needed.
- Monitor and log energy and water consumption metrics.
- Coordinate with contractors, vendors, and other service providers for large-scale projects and repairs.
- Coordinate the work of vendors and contractors for third-party services including but not limited to HVAC, life safety, housekeeping, security, electrical, plumbing, and landscaping.
- Develop and maintain vendor relationships, building a network for responding to growing campus needs.
- Implement preventive maintenance programs, manage systems to ensure optimal performance, and maintain service schedules for HVAC, security, fire suppression, pest control.
- Upkeep of buildings across the campus, including gallery spaces, artist studios, offices, warehouse, and groundskeeping.
- Maintenance responsibilities including painting common areas and leased spaces, minor plumbing and electrical, and graffiti abatement and debris removal as needed.
- Partner with security and housekeeping teams to ensure daily operations standards.
- Ensure compliance with local and federal regulations.
- Monitor, inventory, and maintain supplies and administer reuse/recycling policies.

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- Assist with campus wide waste management including E-waste, paint, hazardous substances etc.
- Assist in space planning and renovation activities.
- Drive company fleet vehicles including box trucks and sprinter vans in order to acquire materials and move objects between the various buildings on campus.
- Use hand tools and power tools to perform basic repairs across campus. This can include, but is not limited to, patching/painting, cleaning, replacing filters, door repair, cutting materials, etc.
- Assist in set-up and break-down of events as needed.
- Perform other related duties as required.
- Available to work 5 consecutive days of the week, between the hours of 8:00 am and 6:30 pm, and evenings and weekends as needed.

Required Skills, Abilities, and Experience:

- Experience in managing large-scale building projects
- Knowledge of and experience with advanced commercial electrical and HVAC systems; some IT and networking experience/expertise a plus
- Proficiency in building management systems (BMS)
- Must possess knowledge of basic hand tools, power tools, painting supplies, and be comfortable on ladders accessing heights of 30 feet
- Good understanding of safety protocols and regulations
- Ability to read and interpret blueprints and technical diagrams
- Experience operating material moving equipment (VRCs, forklifts, scissor lifts, material lifts, gantries, and pallet jacks).
- Strong troubleshooting skills
- Strong analytical and problem-solving skills and comfort in a dynamic environment where needs and priorities change.
- Ability to work off-hours and respond to emergencies
- Outstanding communication (verbal and written) and ability to take direction and ask for assistance, as needed, ensuring projects stay on schedule
- Professional commitment and adaptability
- Willingness to multi-task and prioritize several projects across multiple sites and safely shift directions in a moment's notice
- Demonstrate concern for detail, accuracy and precise execution of work, all while being adaptable and willing to learn a new direction or skill
- Work well independently and as a team; gracefully shift between work across our campus, client, and office settings, whilst communicating along the way
- Ability to safely lift 50+ lbs individually and 75+lbs as a team

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- Proficient with Computer, iPad, and PC Tablets. Comfortable using computer databases
- Technical training in building systems or a related field
- Minimum of 3 years of experience in building maintenance; experience in public institutions (e.g. museums, universities) a plus
- High school diploma or equivalent
- Valid driver's license

To Apply:

Please submit a resume with the subject line "Facilities Specialist – Last Name" to jobs@minnesotastreetproject.com. No calls, please. We will respond only to applicants we intend to interview. Thank you for your interest in Minnesota Street Project.

Benefits:

Minnesota Street Project offers a competitive benefits package that includes Medical, Dental, Vision, LTD, AD&D, Paid Time Off and Parental Leave, Retirement Savings, 401-k Plan, and Pre-Taxed Commuter and Childcare Benefits.

Equal Opportunity Employer:

Minnesota Street Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.