

JOB DESCRIPTION: FACILITY MANAGER

POSITION: FULL-TIME

In this role, you will be responsible for the physical infrastructure of the buildings and building systems. This includes a 50,000SF co-working office, prototyping labs, and future wet lab spaces. The Facilities Manager also coordinates facility improvements and will ensure that all building systems are functioning properly in order to keep Greentown Labs a safe, productive, and convenient place to work for all.

ABOUT THE POSITION:

Your work as the Facility Manager will focus on the following key objectives:

Maintenance and Repair:

- Conduct daily walkthroughs to ensure facilities' safety, cleanliness, and equipment functionality.
- Ensure that all building systems are fully operational, identifying or investigating failed systems and alerting leadership.
- Assist in establishing and implementing policies and procedures to ensure efficient and customer-focused operations.
- Ensure the accessibility to the buildings complies with ADA requirements.
- Assist in managing the maintenance and renovation/facility improvement projects with the Operations team.
- Continually document and update facilities systems, including HVAC, electrical, waste removal, cleaning management, and other systems.
- Assist with managing facility permits to ensure they are up to date and compliant with the local, state, and federal government requirements.
- Coordinate with security vendor to share schedule of upcoming events.
- Build strong collaboration with the facility manager or relevant function with other locations.
- Manage the front desk coordinator and periodic co-op students.

Safety and Security:

- Maintain security of the building and grounds, including on-site presence during evening events to ensure facility-related systems are set up as needed.
- Act as a member of the Safety Team, participate in safety and hazard analysis, and collaborate to address safety needs.
- Perform a periodic inspection on member companies' hazardous waste containers.
- Must be willing to be on call 24/7 in the event that an emergency alarm goes off.

Administrative/Other:

- Provide input to leadership on facility budgeting and overseeing facilities purchases as needed.
- Commitment to diversity and to serving the needs of a diverse community.



Performs other duties as assigned.

Required Skills and Experience:

- Bachelor's degree in science, engineering, or relevant fields.
- 3-5 years of experience in relevant fields.
- Familiarity with equipment such as HVAC, hot water heats, security, fire alarms, and IT.
- Active OSHA-10/30, RCRA, HAZWOPER, DOT, and IATA certification(s) are a plus but not a requirement.
- Knowledge of hazardous waste management, industrial safety, and OSHA requirements is a plus.
- Excellent written and verbal communication skills.
- Knowledge of budgeting is a plus.
- Familiarity with basic computer programs including Microsoft Office Suite and Google G Suite (including managing significant projects/documentation via Google Drive).
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight.
- Meticulous attention to detail.
- Strong planning and critical thinking skills with the ability to anticipate needs and actions.
- Respectful, customer-focused attitude, strong decorum, and ability to be discreet.
- A mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest energy challenges.
- Curious, eager to learn, and a team player; "no task is too small" mentality.
- Ability to work some evenings, typically one evening per week.
- Ability to be on-call after hours for urgent or emergency situations.

WHO WE ARE LOOKING FOR:

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are a problem solver, detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

COMPENSATION, BENEFITS AND LOCATION:

Greentown offers a comprehensive benefits package. The salary for this position begins at \$65,000 and is commensurate with experience. This role is based in Houston, TX. In addition to a competitive salary, Greentown Labs also offers:

- A flexible, fun, supportive working environment; working alongside amazing people tackling the planet's biggest challenges;
- Generous parental leave policy and benefits package including medical, dental, and vision insurance and 401k plan
- Work at the largest climatetech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities

TIMELINE AND HIRING PROCESS:

To be considered for this role please send your resume, cover letter, and a list of three references to talent@greentownlabs.com. The subject of your email should be "Facility Manager



TX: [Your Name]”. **Failure to follow these instructions will result in an incomplete application.**

Your cover letter must address:

1. Why you’re a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you’re available to start.

The ideal start date for this position is August 15, 2022, if not sooner.

EQUAL OPPORTUNITY STATEMENT:

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 and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

ABOUT GREENTOWN LABS:

Greentown Labs is a community of climate action pioneers working to design a more sustainable world. As the largest climatetech startup incubator in North America, Greentown Labs brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Driven by the mission of providing startups the resources, knowledge, connections, and equipment they need to thrive, Greentown Labs offers lab space, shared office space, a machine shop, an electronics lab, software and business resources, and a large network of corporate customers, investors, and more. With its headquarters in Somerville, Mass. and a recently opened incubator in Houston, TX, Greentown Labs is home to 200 startups and has supported more than 450 startups since the incubator’s founding in 2011. These startups have collectively created more than 8,400 jobs and have raised more than \$2.2 billion in funding. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).