JOB DESCRIPTION
MAY 2021

FACILITY APPRENTICE
RESTORE OAKLAND

OAKLAND, CA
ORGANIZATIONAL BACKGROUND

Restore Oakland is a joint initiative between the Ella Baker Center for Human Rights and the Restaurant Opportunities Centers United (ROC United). Restore Oakland is a community advocacy and training center that mobilizes Bay Area community members to transform our economic and justice systems and make a safe and secure future possible for themselves and for their families.

Restore Oakland is located in the Fruitvale District, Oakland, CA across from Fruitvale Transit Village. It is a newly renovated building that was completed in Fall 2019. Restore Oakland is home to nonprofit office spaces including a dedicated restorative justice space, a restaurant and bar, and rentable conference rooms.

POSITION SUMMARY

The Restore Oakland Facilities Apprenticeship is a 6-month part-time training period for 15-20 hours per week. The RO Facilities Apprentice will be supervised by the Facilities Manager. They will oversee the maintenance of the Restore Oakland property located at 1419 34th Avenue in Oakland, CA, including a parking lot and three story 18,000 square foot building, housing non-profit offices, community meeting space, restorative justice center (the “Property”). The Property was built in approximately 1931 and underwent major renovation in 2018-19. This is a hands-on, on-site position. The Facilities Apprentices is responsible for, maintaining, and planning the overall maintenance and operations of the Property. This includes ongoing upkeep of physical building infrastructure, equipment, fixtures, and machinery. The position will also be responsible for purchasing, budgeting, scheduling, and implementing facility modifications and capital projects, including preparing estimates and competitive bids for approval by Restore Oakland leadership. The apprentice will obtain permits and approvals when required, and procure and manage contractors. The Facilities Apprentice will be responsible for ensuring safe and cleaning working conditions for tenants.

PRIMARY ROLES AND RESPONSIBILITIES

- Maintain the Property to ensure ongoing operations and long term sustainability.
- Act as first response to building occupants for all building and operations issues and tenant services.
- Intake, monitor, and oversee completion of all maintenance, custodial, and other service requests.
• Provide timely and accurate facilities related communication to building occupants and other affected parties, including providing regular status reports to Restore Oakland leadership.
• Procure, manage, and supervise contractors and vendors as necessary to support maintenance of Property, including janitorial and custodial services.
• Develop and implement preventative maintenance, planned maintenance, and inspection programs for building equipment and systems (such as HVAC, elevator, plumbing, sump system, fire alarm, lighting, etc.)
• Create a database that records status of all project and facilities tasks.
• Manage risk, minimizing health hazards, including establishing and maintaining safety committees, evacuation procedures, and building security programs.
• Ensure that Property complies with applicable codes and regulations.
• Provides technical support to tenants and guests on building operations (such as operation of lighting systems, HVAC, and IT infrastructure), and provide support to Restore Oakland’s IT Consultant as needed.
• Responsible for overseeing management of keys, key fobs, intercom system, alarm, and cameras. Includes maintaining logs with timeliness and accuracy, issuing keys and fobs, troubleshooting errors, and programming in various systems and applications.
• Manage rental room reservation systems and processes for all external parties; including managing room calendars, preparing contracts, collecting insurance information, invoicing, and preparing rooms for use by clients, and preparing fobs for entry access.
• This position supervises various contracting crews, including janitorial staff.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

WORK ENVIRONMENT

Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job,
the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb, including use of ladders and stairs; balance, including working on the roof of a building; stoop, crawl, kneel and crouch; and carry up to 50 lbs.

**TRAVEL**

No travel is expected for this position

**REQUIRED QUALIFICATIONS AND SKILLS**

- Excellent organizational skills with an ability to think proactively and prioritize work and complete assignments under deadlines.
- Strong communication skills (via phone, email and in-person).
- Detail orientated.
- Ability to carry up to 50 lbs.
- Familiarity with cloud-based calendar systems (Google Calendar preferred).
- Experience with Microsoft Office and Google Suite.
- History of working collaboratively with stakeholders, volunteers, and coworkers while exercising individual leadership in meeting core job responsibilities.
- Ability to exercise discretion and confidentiality with sensitive information.
- Respects and has knowledge of cultures, ethnicity, gender, sexual orientations and age groups other than one’s own, able to work effectively with all.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**REPORTING RELATIONSHIPS**

This is a part time 20 hour a week apprenticeship position. There will be times when the position will be required to work in the evenings and on weekends. This position does not qualify for benefits. The apprentice position reports directly to the Facility Manager.

**SALARY AND BENEFITS**

Salary range: $55,000 - $60,000 depending on experience. There are no benefits offered for a part time position.
EVERYONE WELCOME

Restore Oakland and Ella Baker Center for Human Rights are equal opportunity employers committed to diversity with respect to age, ancestry, color, creed, gender, marital status, medical condition, national origin, race, religion, sexual orientation, veteran status and physical abilities.

Individuals of color, LGBTQ identified individuals, individuals with past involvement in the justice system or who have loved ones currently or formerly in the justice system are strongly encouraged to apply.

HOW TO APPLY

Please submit application materials in PDF form. Complete applications must include:
- Cover letter including a description of your interest in the position and qualifications
- Resume

START DATE: June 2021

URL: https://ellabakercenter.org/careers/

Nothing in this job description restricts Restore Oakland or the Ella Baker Center’s right to assign or reassign duties and responsibilities to this job at any time