

## JOB DESCRIPTION

<b>Title</b>	Facilities Manager	<b>Department</b>	Operations
<b>Location</b>	Davis, California	<b>Date</b>	09/2020
<b>Position ID#:</b>	35	<b>Status</b>	Full time

### **POSITION SUMMARY**

GreenVenus, LLC is focused on accelerating innovation in agriculture with proprietary products and platforms enabling sustainable food production for a growing population. With next generation plant propagation, speed breeding, and technologies for hybridization of crops, GreenVenus seeks to improve the quality of food for consumers and benefits for growers.

The Facilities Manager has responsibility for providing (or the oversight of) comprehensive facility maintenance, repair and service on building components and systems for offices and R&D laboratories in Davis, California. The position will be responsible for Environmental Health and Safety (EHS) and works with internal and external stakeholders to accomplish a safe and compliant environment. This position will ensure processes and services are monitored for safety, quality, cost effectiveness and efficiency.

**Reports to:** Associate Director, Operations  
**Supervisory:** None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Must live within 30 miles of Davis, California.
- Responsibility for the inspection, maintenance, repair of building (office and laboratory) equipment and components, including HVAC systems, chillers, emergency generators, RO water, growth chambers, and lab gas distribution systems.
- Responsible for the building security and environmental alarms.
- Leads the emergency on-call team.
- Perform light carpentry, painting and interior finishes repair and replacement, door and window repairs, hardware installation and repair, installing sealants and caulking, hanging pictures, adjusting and repairing furniture.
- Responsible for coordinating with Lab and Office Staff any activities that may impact their work.
- Participate in the site's safety program (IIPP) including, but not limited to Safety Committee, routine inspections, Chemical Hygiene Program (SDS inventory, hazardous waste management, etc.), assist with/conduct (mandatory) safety training (RTU, HIPP, IIPP, etc.), safety orientations, OSHA 300, and related record-keeping, assist with maintaining compliance with City, County, State and Federal safety regulations.
- Perform periodic building equipment inspections following a checklist format and according a schedule to proactively identify maintenance and repair needs.
- Works closely with Lab staff to coordinate necessary repairs with appropriate service personnel and preventive maintenance. Works with lab staff to obtain quotes and coordinate the purchase of new and/or used equipment.
- Works closely with Laboratory staff to design, fabricate, and/or modify lab equipment to meet the needs of their experiments. May required working with engineering consultants.
- Creation, implementation, and revision of SOPs for laboratory and facility management activities.
- Work on assignments that are complex in nature where considerable judgment and initiative are required to resolve problems and make recommendations.
- Responsibility for working effectively with contractors and assist the scientists on site.

## ***EDUCATION AND EXPERIENCE***

- Must be an effective communicator in this role.
- Must be able to work with minimal supervision and no instructions on routine work. Must be able and willing to follow general instructions given on new lines of work or special assignments.
- Certificate of Completion at a 2-year technical trade school or, High School diploma with over 5 years' experience in maintenance trades working in Biotech or other laboratory setting.
- Environmental Health and Safety (EHS) experience is desired.
- May include some or all of the following - Appropriate plumbing, HVAC, electrical, and mechanical Licenses (EPA Refrigerant Recovery Type I, II, III or Universal Certification or Stationary Engineer Level II or III as required) and/or equivalent work experience to insure working knowledge.
- Willingness to uphold company standards for safety, service and efficiency to include HVAC, electrical, and general maintenance operations
- Familiarity with basic plumbing and electrical systems
- Problem-solving and basic strategic knowledge
- Understanding of budget management
- Expertise in Microsoft Office suite of programs including Excel, Outlook, Word, Teams, etc.

## ***DESIRED KEY COMPETENCIES***

- Highly organized with strong personal leadership and self-direction.
- Well-developed interpersonal skills and demonstrated ability to work with and coordinate demands from multiple customers, both internally and with partners.
- Ability to maintain positive relationships and communication within all levels of the organization to understand and meet business needs.
- Demonstrated attention to detail and ability to effectively manage own projects and priorities.
- Strong oral and written communication skills and an ability to communicate complex concepts in a concise, simplified manner.
- Ability to handle a fast-paced, multi-tasking, global environment, and prioritize effectively.
- Ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of variables in situations where only limited information exists. Ability to work on multiple tasks at any given time.
- Demonstrates the highest ethical standards, trustworthiness and has a high degree of personal responsibility.
- Able to safely lift up to 60 pounds.

## ***WORK ENVIRONMENT***

- **Frequent:** Speaking; hearing; sitting; use of hands/fingers; handling or feeling objects, tools or controls; close vision; color vision; peripheral vision; ability to adjust focus
- **Occasional:** Standing; walking indoors; reaching with hands and arms; stooping; kneeling; crouching; lifting and/or move up to 60 lbs
- **General:** Noise level is quiet to loud, like that of an office setting, mechanical equipment, and the sound of alarms.

**Work Authorization:** U.S. Work Authorization

**Start Date:** ASAP

**Position:** Full time

**Compensation:** Salary based on experience with a competitive benefits package.

**Location:** Davis, California, USA

**Instructions:** Email resume and cover letter to [hr@greenvenus.com](mailto:hr@greenvenus.com) with “**35 - Facility Manager**” in the subject line.

*GreenVenus, LLC is an Equal Opportunity Employer. The Company considers all applicants for all positions without regard to race, creed, color, national origin, ethnic origin, sex, age, religion, disability, marital status, sexual orientation, citizenship status, or military service.*

*GreenVenus, LLC offers competitive compensation, benefits, and opportunities for advancement.*

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

This position description is designed to provide an Employee with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of their job with the Company. It is not intended to be all-inclusive. This description is not an employment contract, either expressed or implied. Employment with the Company is subject to the doctrine of employment-at-will and may be terminated at any time and for any reason, with or without cause, by either the Company or the Employee. Job functions and responsibilities are subject to change. This job description is the property of the Company.

This is to certify I have reviewed and received a copy of the Position Description of the job that I have been selected to perform with the Company. I understand by signing this acknowledgement, I am to successfully execute the duties and responsibilities of the job, and that I am able to perform the essential functions of the job with or without reasonable accommodation.

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**Employee Signature and Printed Name**

**Date**

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**Human Resources Signature and Printed Name**

**Date**