THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Operations STATUS: Nonexempt

# REPORTS TO: Vice President for Administration DATE: August 2016

# Position Summary:

Responsible for the general building and grounds operations, maintenance, security and upkeep of the Foundation’s buildings and grounds.

# Responsibilities Include:

* Monitors security systems and ensures all building security equipment is working properly. Monitors employees’ and visitors’ access of the buildings and parking lot.
* Monitors and maintainsan inventory of the keys of the Foundation.
* Maintains regular contact with the service providers for the Foundation’s facilities and grounds. Schedules and coordinates service calls as needed.
* Oversees the appearance and cleanliness of the properties and grounds.
* Maintains the appearance and upkeep of exterior landscaping.
* Reviews service expenses and recommend changes for budget and cost containment.
* Maintains the maintenance and cleanliness of the Foundation van.
* Provides messenger and delivery service, including transport of directors attending board and committee meetings, special deliveries, and other errands as requested for business purposes.
* Responds to employee calls regarding broken furniture or building equipment, temperature or ergonomic issues. Evaluates and contacts appropriate service providers when needed.
* Coordinates office equipment and furniture moves.
* Oversees the placement and scheduling of the shredding bins, arranges for pick-ups and new deliveries.
* Distributes access entry cards, monitors usage, and maintains a current record of users. Cancels access card when employees are terminated.
* Accepts incoming service vendors or deliveries at the back door. Arranges for the shipping of large or bulky items.
* Serves as back-up to the Office Assistant as needed.

**Other Duties and Assignments:**

Other duties as may be assigned to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

Reports directly to the Vice President for Administration. Daily contact with all employees of the Foundation. Regular contact with outside service vendors.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with managers, co-workers, and outside vendors; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; ability to keep Foundation information confidential.

**Knowledge, Skills and Abilities:**

## Prefer at least three years of experience working in general office and property operations and maintenance, security or loss prevention experience and knowledge of security systems a plus. Must have a mechanical aptitude, general knowledge of office and building equipment and repair, working knowledge of Microsoft Office software and general office equipment, safe and good driving record with a current driver’s license.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 30 hours a week. This position requires bending, lifting (up to thirty pounds) and climbing.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date