

# Building Manager Job Description

45th Street Artists' Cooperative, Inc. Emeryville, CA

## Mission

The mission of the 45th Street Artists' Cooperative is to provide affordable live/work space for artists in a supportive environment.

## Position Overview

The 45th Street Artists' Cooperative, Inc. in Emeryville, California is seeking a dedicated Building Manager to oversee the operation and maintenance of three historic, 100-year-old buildings. This role is integral to ensuring a safe, functional, and inspiring environment for our vibrant artist community. Desired skill set includes maintenance, scheduling, communications, reports, project management. Flexible hybrid schedule (25-30 hrs/week)

## Objectives

- Ensure all building facilities adhere to safety standards and procedures
- Maintain equipment and provisions to meet health and safety standards, including fire extinguishers, elevator, and fire alarms
- Plan and coordinate building repairs, upgrades, and installations
- Identify, schedule, and implement necessary repairs and routine maintenance
- Implement and update the Cooperative's Reserve Study
- Ensure compliance with building codes and maintenance schedules

## Key Responsibilities

- Conduct and document weekly, monthly, and annual inspections
- Perform routine maintenance inspections and proactively plan for repairs
- Monitor overall condition of both interior and exterior areas
- Respond to repair needs and address issues using proper tools and materials

- Collect estimates for work and recommend contractors to the Board based on skills, quality, and cost
- Coordinate and manage contractors for maintenance and repairs
- Support ongoing maintenance and installation projects
- Assess contractor work to ensure professional standards before releasing final payments
- Guide members through studio improvement processes
- Comply with all OSHA and health/safety policies
- Collaborate with the Gardener and Garden Committee on landscaping maintenance
- Attend monthly Board meetings and present reports
- Schedule and coordinate appraisals for studio transfers
- Monitor and coordinate cleaning/repairs for leased solar panels
- Oversee washer/dryer repairs
- Coordinate with internet provider for installation
- Track and order keys as necessary, maintaining key distribution records
- Monitor security camera systems
- Coordinate annual dumpster drop-off and pick-up
- Ensure weekly waste management collection
- Handle phone calls, emails, and receive deliveries
- Be familiar with Co-op bylaws, house rules, and occupancy agreements

## Skills and Qualifications

- Mechanical, plumbing, and electrical skills
- Ability to read and interpret building codes
- Physical ability to lift heavy objects and perform labor-intensive tasks
- Strong time management and multitasking abilities
- Basic budgeting skills
- Excellent leadership, communication, and problem-solving skills
- Ability to communicate clearly and professionally with the other staff and our eclectic artist membership
- Creative and critical thinking for troubleshooting building systems
- Ability to work independently and manage time/costs effectively

## Preferred Qualifications

- Experience with facility budgeting and planning
- Exceptional verbal and written communication skills
- Professional leadership and contract management experience

- Proven ability to collect estimates and cultivate contractor relationships
- Meticulous attention to detail and follow-through
- Strong understanding of IBC and NEC codes
- Ability to represent the Cooperative professionally to the City Building Department
- Capable of completing small and medium-size jobs independently
- Knowledge of earthquake safety and reinforcement standards
- Ability to evaluate contractor work to ensure adherence to proposals

This position offers the unique opportunity to support a thriving artist community now in its 52nd year while preserving and enhancing the historic character of our cooperative buildings. If you are an experienced facilities professional with a hands-on approach and a passion for the arts, we encourage you to apply.

## Benefits & Compensation

- Compensation: \$28-\$32 per hour
- Flexible hours (25-30 hours per week)
- Work options: hybrid
- Monthly healthcare stipend is provided and staff responsible for their own health insurance.
- 48 hours paid sick time

Send resume, cover letter, and three references to [45thsac@gmail.com](mailto:45thsac@gmail.com)