

Job Description



An Equal Opportunity Employer

Job Title:	Maintenance Technician
Division:	Facilities
FLSA Classification:	Non-Exempt
Reports to:	Maintenance Supervisor
Revision Date:	August 2017
Primary Purpose:	Under general supervision, executes a museum-wide maintenance, repair and minor construction program for facility equipment and components, to include but not limited to: HVAC equipment, plumbing, electrical, structural, and other equipment/components associated with the environmental systems and physical plant of the Museum's facilities.
Essential Functions:	<ul style="list-style-type: none"> • Performs general maintenance tasks, such as replacing light bulbs, repairing plumbing fixtures, unblocking drain lines and toilets, general repair of mechanical/electrical devices, wall repair, painting, etc. as a factor of daily duties. • Performs grounds maintenance on the exterior of the Museum such as: litter pick-up, trash removal, etc. • Prepares surfaces for painting, primes and finish paints walls, doors, trim, etc. • Performs preventative maintenance on building systems and special projects, as assigned by the supervisor. • Assists with the movement of furniture, materials and equipment as required or directed. • Responds to work orders/service requests in a timely manner to eliminating recurring problems. Inputs data into the web-based work order system as needed to close out projects. • Orders parts and supplies as required, maintaining stock and inventory control. • Coordinates maintenance efforts with outside contractors and technicians as directed by the Superintendent or Facilities Manager. • Reports any unsafe conditions (e.g., trip hazards, gas leaks, etc.) to the Superintendent or Facilities Manager. • Maintains various routine records related to labor, materials and work orders. • Maintains the cleanliness and appearance of all work areas. • Complies with safety and environmental procedures and all applicable codes and regulations of governmental agencies. • Participates in the Facilities on-call rotation. Responds quickly to emergency situations. • Performs other duties as assigned or required.
Required Education/Experience:	High school diploma or equivalent is required, must have a minimum of 3 to 5 years experience in maintenance and/or construction. Specific training/experience in electrical, plumbing, HVAC, carpentry, etc. preferred. Must be able to follow written and oral directions, and to understand written and verbal instructions.

Working Conditions:	Frequent work outside and in inclement weather conditions is required, including heat, cold, and humidity. May be exposed to fumes or airborne particles, and vibration. Must be willing and able to wear Personal Protective Equipment as required by established Safety standards.
Physical Requirements:	Regularly requires intermittent sitting, standing, walking, running, climbing, squatting, and kneeling. Requires constant use of hands and fingers to feel, handle or operate objects, tools, or controls, and reach with hands and arms. Must occasionally lift, push, pull, and/or move up to 100 pounds or more with assistance, 50-75 without assistance. Specific vision required by this job includes close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.