Job Description

Position Title: Facilities Technician

Position Summary: This full-time position will assist with operations and repair of museum properties to provide a safe and comfortable working environment for the museum collection and building occupants. Duties include preventative maintenance, general repairs, adjustments to the building equipment, and fixtures. Starting pay $21-$25 per hour based on experience. Will train the right candidate with the desire to work in the building maintenance field. Fantastic benefits package! Nights and weekends required, not often.

Primary Responsibilities:

- Respond to work requests as required and handle other miscellaneous repairs.
- Provide support for moves of personnel and collections within the building.
- Perform domestic plumbing repairs and maintenance as required.
- Maintain all electrical, mechanical, and maintenance shop areas for cleanliness.
- Maintain inventory of maintenance tools, equipment, supplies, and materials.
- Perform dock receiving and mailroom duties.
- May be responsible for maintenance of MIM vehicles and other equipment.
- Modular system building and repair; painting.
- Other duties as assigned.

Qualifications:

- High school diploma or GED required.
- 3-5 years’ Residential/Building Maintenance experience is preferred.
- Strong mechanical ability and the ability to operate hand and power tools.
- Classes in trades/facilities operations a plus.
- Strong communication and PC skills and the ability to establish and maintain professional working relationships with all levels of museum staff and vendors.
- Valid driver’s license (insurable).
- Ability to lift up to 80 pounds and work from a ladder and work overhead.
- Ability to smell smoke and other chemicals and work in heat or cold and outdoors.
- Ability to work within a rotating weekend schedule (one weekend per month).
- Ability to work nights as needed for after hour repairs and projects.

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