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## Facilities Technician

<b>Compensation</b>	\$14-17/hour	<b>Type</b>	Temporary / Full Time
<b>Term</b>	3-months / Nov '20 - Jan. '21	<b>FLSA Status</b>	Non-Exempt
<b>Reports to</b>	Maintenance Manager	<b>Supervises</b>	N/A

### Position Summary

Under the direction of OHTM's Maintenance Manager, the Facilities Technician is responsible for duties relating to the daily upkeep of the museum's facilities and grounds.

### Duties & Responsibilities

- Performs maintenance on museum buildings and other structures, such as painting, plumbing, carpentry, electrical, changing light bulbs, and other maintenance tasks.
- Primary staff responsible for plowing snow on museum campus. Shovels and de-ices walkways and other access points, roofs, etc.
- Performs lawn and grounds maintenance including mowing, raking, weed whacking, etc.
- Reports and works to resolve issues regarding necessary repairs, needed supplies, safety concerns, etc.
- Monitors system conditions such as: fuel quantity, HVAC controls, lighting equipment and generator log, and takes appropriate action.
- Ensures building security by securing all windows and doors, setting alarms, etc.
- Performs regular safety, security and systems checks on all buildings and grounds
- Assists with special events and facility rental logistics, including but not limited to: setting up and breaking down tables and chairs, road sign postings on event days, assisting with parking logistics, etc.
- Assists as needed with daily/weekly cleaning of assigned areas, including but not limited to: trash removal and recycling; dusting desks, tables and other furniture; vacuum and wash floors; clean and replenish restrooms; wash windows and surfaces; spot clean other furniture, surfaces and areas, as necessary.
- Run errands on and off museum property.

### General Expectations

- Maintain confidentiality
- Ability to work both independently and as part of a team
- Exhibit excellent judgment and integrity
- Perform required amount of work in a timely fashion with a minimum of errors
- Demonstrate a strong work ethic in terms of reliability and dependability
- Exhibit a high degree of planning and forethought, along with an ability to multitask

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- Abide by all safety regulations applicable to the position
  - Ability to work a flexible weekly schedule, including some weekend and evening shifts

## **Qualifications**

### **Experience and Skill Requirements**

The following experience and skills are considered essential:

- At least two years of prior related experience, preferably in building maintenance and/or the building trades, is required.

### **Education Requirements**

The following education requirements are considered essential:

- High School Diploma or equivalent, or the equivalent in related work experience and skills necessary to perform the duties of the position.
- Post-secondary training in the building trades is strongly preferred.
- Basic mechanical ability, the ability to operate facilities and maintenance equipment, and light carpentry knowledge preferred.

## **Physical Requirements**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this position, the incumbent must be able to walk, talk, hear, see, reach, bend, stoop, kneel, crawl and lift.
- Work is performed frequently on ladders or lifts. In addition, the incumbent must be able to lift up to fifty (50) pounds, including overhead lifting up to twenty-five (25) pounds, move heavy objects such as ladders, tables and desks, climb ladders, perform tasks involving repetitive motion such as raking and painting, and to work or clean in small cramped areas.
- The incumbent must be able to carry carpentry and maintenance tools, handle cleaning equipment and chemicals, handle a floor burnishing/buffing machine, vacuum cleaner, riding lawn mower, push mower, snow blower and various power tools.
- Operates scissors lift, fork lift, and other heavy machinery.
- Vision requirements include: close vision, distance vision, and the ability to adjust focus.

## **Work Environment**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment involves working both inside and outside the various museum facilities - both in good weather and in bad.
- It may involve working in small cramped spaces or off high ladders.

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- The incumbent must be able to stand for long periods of time and to adapt to a changing work environment due to seasonal changes.
  - In addition, the incumbent may have exposure to fumes from cleaning supplies, exposure to blood borne pathogens, and extremely unpleasant rest room conditions.
  - Although the workday tends to be predictable, emergencies do arise requiring an immediate response.
  - The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish all required work within the time available.

### **Accommodations**

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

### **To Apply**

Interested applicants should email a current resume and cover letter that details relevant experience to Kathryn Pardo, *Operations Manager* at [kp@ohtm.org](mailto:kp@ohtm.org). Applications will be reviewed and interviews will be scheduled on a rolling basis.

Position open until filled.