

### Facilities Maintenance Technician

**Department:** Facilities

**FLSA Status:** Non-exempt

**Job Status:** Part-time

**Reports to:** Facilities

Manager/Assist Facilities Manager

**Work Schedule:** Work days vary, 20 hrs./week, including weekends

**Positions Supervised:** None

**Travel Required:** Minimal

### Position Summary

The Facilities Maintenance Technician performs and coordinates a wide variety of custodial and maintenance duties in and around Museum facilities; troubleshoots, performs minor repairs, and responds to emergency calls for service, implements setup and takedown for a wide variety of Museum and rental events, works closely with staff to meet the custodial needs of the Museum, and resolves problems to ensure efficient and safe operations.

### Essential Job Functions

1. Performs routine and comprehensive custodial maintenance of assigned facilities.
2. Vacuums, shampoos, and spot cleans carpets and furniture.
3. Washes windows.
4. Removes, sorts, and disposes of waste in accordance with established procedures.
5. Cleans and disinfects restrooms, orders and stocks facilities with paper and supplies.
6. Reports and responds to emergency calls for custodial assistance.
7. Responds to work orders, coordinates resources, and implements the set up and take down of furniture and equipment for a wide variety of Museum and rental events.
8. Performs various maintenance and custodial duties such as installation and repair to fixtures, equipment, and building surfaces.
9. Troubleshoots and repairs minor plumbing and electrical problems, replaces a variety of light bulbs and lighting accessories.
10. Identifies stains and uses proper chemicals for removal.
11. Operates power equipment such as aerial work platforms, carpet extractors, pressure washer, hand and power tools, and Museum vehicles.
12. Performs preventive maintenance in and around facilities.
13. Provides feedback to Facilities Manager and Assistant Facilities Manager on all matters pertaining to facility maintenance.

### **Knowledge, Skills, and Abilities:**

To perform the job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. The company has reviewed this job description to ensure that essential job functions and basic duties have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills or abilities. Additional functions and requirements may be assigned by supervisor as deemed appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School graduate or GED
- 2-3 years of experience in facility/building maintenance
- Possess a valid Michigan driver's license and an acceptable driving record
- Experience with proper use of wide range of chemicals according to State and Federal regulations
- Able to handle and dispose of hazardous materials, as well as blood borne pathogens
- Ability to use hand and power tools to make minor repairs
- Plan, organize, and prioritize time and workload in order to accomplish tasks and meet deadlines
- Self-motivated, with ability to work independently as well as collaboratively

### **Physical Job Requirements:**

Must be able to perform physical activities, such as but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing, or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust, and noise. Routinely required to work out of doors under inclement weather conditions.

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