

## **BUILDING SERVICES MAINTENANCE TECHNICIAN**

### **Full-Time Employment**

The Building Services Team is looking for a team member to perform routine and extensive preventative maintenance and repair procedures for all museum facilities, mechanical equipment and utility systems. The person in this position will be able to construct and repair structural woodwork and equipment in the museum, and also perform duties to include electrical, plumbing, painting and HVAC service or repair.

The permanent schedule for this position is Tuesday through Saturday, from 10:00am until 7:00pm.

Reports To: Director of Quality Building and Services, FLSA Status: Nonexempt

### **Basic Function and Responsibilities** including but not limited to:

Troubleshooting, basic repairs, adjustments and installations to commercial air conditioning systems. The technician should be capable of responding to a variety of trouble calls such as, but not limited to, hot/cold issues, general plumbing, light carpentry work, basic electrical (not requiring license), piping repairs, lighting issues, and minor leaks while demonstrating strong customer service skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The technician must have a basic understanding how to troubleshoot systems including, motors, circulating water systems, pumps, and control systems

This person must be able to:

- Change filters on rooftop and gallery located AHU and fan boxes
- Routine maintenance of HVAC equipment including split systems, chilled and heated water systems, fans, AHU's, motors, capacitors, etc.
- Work from elevated areas such as ladders, platforms, scaffolding, etc., utilizing fall protection equipment as necessary to complete tasks
- Read, interpret, and perform field markup of engineering drawings and technical sketches
- Maintain records for inventory of repair supplies and materials; prepares materials requisitions for approval by supervisor as replacement needs dictate
- Effectively work alone or in groups in a team environment
- Assist other trades as directed by supervisor

- Have flexibility to work overtime and all assigned shifts, including weekends and holidays, as may be dictated by the needs of the business
- Effectively communicate in a positive, proactive manner with all team members, customers, and vendors; demonstrate teamwork values
- High school diploma or general education degree (GED); or two to five years related experience and/or training; or equivalent combination of education and experience.
- Minimum of three years demonstrated experience in facility/HVAC maintenance
- Must possess a valid state driver's license
- Must hold a refrigerant recovery certification
- Requires knowledge of tools and equipment related to trade, as well as basic computer and shop math skills
- Understanding of lock out tag out procedures
- Basic knowledge of computerized maintenance systems is a plus

The physical demands described here are representative of those that must be met by an employee 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 job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision, and depth perception.

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