

The Children's Museum of the Upstate

Job Description

Job Title: Facilities Technician
Department: Exhibits and Operations
Reports To: Director of Exhibits and Operations/COO
FLSA Status: Non-Exempt

SUMMARY

This position is primarily responsible for all aspects of maintenance and repair of the building, its systems and exhibits, including HVAC, electrical, plumbing, and lighting and managing vendors for such. Additionally, this position will oversee the custodial and contract staff. This position will also assist with the set up/strike of traveling exhibits and new exhibit fabrication.

ESSENTIAL DUTIES AND RESPONSIBILITIES

OPERATIONS

- Oversee, perform maintenance and repair of the building and its systems; HVAC, electrical, plumbing, lighting, etc
- Coordinate and schedule outside contractors performing work in the Museum. Check all work to ensure quality of the work performed
- Respond to Environmental Health and Safety emergencies and provide documentation to Management
- Update all Material Data Safety Sheets per OSHA requirements.
- Maintain water tables, including cleaning and Monitoring chemical levels
- Order and manage inventory of janitorial and other facility supplies
- Ensure the safety and accessibility of the building and grounds for visitors and employees
- Direct workers and subcontractors engaged in maintenance and repair of the building and its systems, including HVAC, electrical, plumbing, and lighting

EXHIBITS

- Assist in the maintenance and repair of exhibit devices with emphasis on technical, electrical, and mechanical components
- Test, repair, and adjust exhibit components
- Coordinate with programs staff in the design and construction of program support materials such as demonstration devices, props, and supporting devices such as audio/visual equipment
- Oversee the cleaning, and maintenance of all exhibit components and equipment. Develop and follow a proper preventive maintenance schedule
- Maintain, clean and preserve the longevity of the Museum's exhibits
- Plan and fabricate new exhibit components

QUALIFICATIONS

Demonstrate a thorough knowledge of shop tools, equipment and electronics; familiarity with proper shop safety procedures
Working knowledge of electro-mechanical operations, repairs, maintenance, and troubleshooting
Able to read and interpret schematics, blueprints, shop drawings, and design-intent sketches

EDUCATION and/or EXPERIENCE

Minimum high school diploma, college degree preferred
Minimum 5 years' experience in carpentry/mechanical/electrical or similar field

LANGUAGE SKILLS

English

MATHEMATICAL SKILLS

Must be able to take measurements, estimate costs, and create purchase orders

REASONING ABILITY

Technically-oriented, precise, organized
Self-directed, self-motivated, able to work independently and as part of a creative team
Skill in diagnosing and solving problems, troubleshooting

CERTIFICATES, LICENSES, REGISTRATIONS

NA

PHYSICAL DEMANDS

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must be able to lift 50 lbs. Requires hand-eye coordination sufficient to operate tools and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment includes a combination of workshop, exhibit floor, and administrative office.