

Maintenance Technician

Part-time: 20-30 hours per week

Greenville Museum location

Entry level / one+ years' experience

The Children's Museum of the Upstate is looking for a skilled and self-motivated team player to fill the role of Maintenance Technician. The Maintenance Technician will attend to daily requirements to keep the museum exhibits and facility in good operating condition. TCMU is one of the nation's largest children's museums and serves 200,000+ visitors per year through hands-on exhibits and interactive programming.

The Maintenance Technician will handle routine building and exhibit maintenance tasks, document and report inspections, and work with facility & exhibit team to keep facility operating at peak performance. The ideal candidate should have strong written and verbal communication skills and interpersonal skills in dealing with internal and external audience. Additionally, this person should be service minded and enjoy working with a team.

Job Responsibilities:

- Lead or assist with preventive maintenance activities involving both infrastructure and exhibits
- Attend to daily requirements identified to keep facility and exhibits in good operating condition
- Check and respond to security or safety issues
- Perform repairs, aesthetic work, and a wide range of problem-solving tasks based on what needs attention
- Use basic carpentry, painting, HVAC, plumbing, and electrical knowledge to support facilities and exhibits

Predominant Tasks:

- Handle routine building maintenance tasks, e.g. trash removal, event preparation, miscellaneous repairs
- Collaborate to resolve issues, from urgent plumbing leaks to routine grounds keeping
- Apply preventive and anticipatory maintenance to reduce risk of recurring or future problems
- Document inspections or problems
- Keep organized inventory of cleaning and repair supplies
- Be attentive and fix potential safety hazards
- Work with the facility and exhibit managers to keep facility operating at peak performance, handling issues as they are discovered or scheduled for maintenance

Ideal Experience & Skill Set:

- High School or GED required. Certifications helpful.
- At least one year of maintenance experience with any or all of HVAC, plumbing, carpentry, painting, electrical, facilities management.
- Skilled in trades, basic computer literacy
- Administratively organized in handling records, supplies, and scheduled maintenance
- Good eye for identifying potential hazards; critical thinker to resolve issues
- Strong Project Management acumen

- Self-motivated, able to initiate, prioritize and coordinate multiple tasks
- Strong written and verbal communications for discussing maintenance issues
- Interpersonal skills in dealing with internal and external audiences
- Team player, high energy and ethical, able to flourish in fast paced environment with confidence
- Service minded.

Schedule Availability:

- Able to work a flexible schedule, including frequent evening work (after 5pm)
- Some weekend work required