

## Maintenance Technician/Groundskeeper

Reports to: Facilities Director

FLSA Status: FT, Non-exempt

Hours of work: Primarily M-F, 7:00am-3:00 pm, but with adjustments as needed to meet deadlines and support Museum activities. Weekends and on-call availability required.

Supervises: n/a

### **Job Summary:**

The Maintenance Technician/Groundskeeper is responsible for providing direct support to the Facilities Director in the daily buildings and grounds operations of the museum, including repairs and maintenance of the building and grounds, and landscaping work.

### **Essential Responsibilities:**

- Facility preparation for daily operations and special events.
- Perform hands on troubleshooting, setups, inspections and maintenance as required. May include HVAC, electrical, plumbing, carpentry, painting, groundskeeping, setups and teardowns, and other maintenance tasks as needed and able.
- Monitor and maintain HVAC infrastructure and museum environmental controls.
- Maintain grounds, including mowing, landscaping, and snow removal.
- Ensure security is maintained within the facility at all times.
- Interact with museum staff and outside agencies as required in order to manage the facility and to meet operational requirements.
- Support the Facilities Director in planning, coordinating, and directing all maintenance activities for the facility and grounds.
- Maintain regular communications with management and staff to ensure full support of museum operations.

### **General Requirements:**

- Ability to work full-time schedule, which may include evenings, weekends, and some holidays as needed.
- Ability to travel to and from job location.
- Ability to work independently or with a team as circumstances demand, to complete projects.
- Ability to manage multiple ongoing activities while meeting deadlines.
- Ability to work indoors and outdoors, sometimes in extreme environmental conditions.

### **Job Qualifications:**

- Electrical, plumbing, HVAC, carpentry or groundskeeping experience; or at least 3-5 years of experience managing a facility, including hands-on maintenance. HVAC, groundskeeping, and electrical experience preferred.
- General commercial building maintenance skills.
- Must achieve OSHA ten or thirty hour training completion within 2 years.
- Ability to interact well with the public, executive level leadership, and line staff.
- Ability to work independently and demonstrate personal initiative.

### **Essential functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 20 pounds regularly, up to 100 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to climb stairs and/or ladders.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.



- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_