

MONTSHIRE MUSEUM OF SCIENCE

Position Announcement: Facilities Technician

The **Facilities Technician** ensures that visitors, staff and volunteers have a safe, comfortable, clean and fully functional place to explore, learn and work while at the Montshire Museum. This position is a key member of the Montshire's Facilities team, and works closely within and across departments to provide overall daily, weekly and seasonal care of the building, exhibits, grounds, furnishings, and equipment. This position mixes custodial, with general facility and grounds maintenance and repair functions.

Starting wage: \$20.00 per hour.

Please note: this is a full-time (37.5 hours/week) non-exempt position that includes full Montshire Museum of Science benefits. Regular weekly schedule is Tuesday-Saturday 11am-7pm closing with some combinations of early morning, evening, and weekend hours.

Application Instructions

Facilities Technician at Montshire Museum of Science

We welcome your application for the position of **Facilities Technician** at the Montshire Museum of Science.

Please review the position description below and include the following four items with your application:

- 1 page cover letter that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- Resume
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please email your application as a Word or PDF file to:

- jobs@montshire.org.
- Please do not send your application embedded in the text of an email message.
- After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- Review of applications will begin upon receipt and will continue until a hire is made.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

Montshire Museum of Science Job Description Facilities Technician

DEPARTMENT: Facilities

SUPERVISOR: Director of Facilities

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RESPONSIBILITIES *(Including but not limited to)*

Daily Operations and Custodial

- Opens and/or closes Museum buildings and grounds
- Preps and cleans of indoor and outdoor exhibits and program areas
- Ensures daily operations of systems that support exhibits and programming (such as cleaning & servicing the bubbles exhibition, water systems in outdoor science park and AV systems)
- Serves in "on call" capacity to respond to daily museum operational needs, including assisting with visitor policy enforcement, safety issues, visitor incident/accident support, and custodial response

- Custodial duties, including cleaning, disinfecting and restocking indoors and outdoors restrooms; and cleaning staff and office areas, as instructed

Maintenance and Repairs

- Maintains and/or repairs facilities, building systems, and vehicles
- Moves exhibits, furniture, supplies and other materials, as needed

Groundskeeping

- Responsible for snow & ice removal
- Responsible for in house lawn care and weed management
- Responsible for trail maintenance

Special Events

- Assists with exhibit installations setup/strike
- Assists with event setup/strike
- Ensures security of building & grounds security during events
- Oversees event trash/recycling removal
- Assists with AV set-up and /assistance/operation
- Inspects, /maintains, and /stores AV equipment supply

Security and Safety

- Opens and/or closes Museum buildings and grounds
- Assists with incidents and accidents
- Assists with visitor policy enforcement

General and Administrative

- Attends department and staff meetings
- Attends required training sessions
- Maintains staff mailbox and museum email daily

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Comfort and experience using hand and power tools
- Knowledge of general job site and shop safety and cleanliness standards, procedures, methods, equipment and tool usage and care
- General residential or commercial trade skills, including framing, drywall installation and patching, painting, carpentry, plumbing, electrical and/or lawn/landscaping; able and willing to learn new skills
- Demonstrated commitment to customer service of both team members and the public

- Demonstrates excellent judgment and maturity at all times
- Able to take direction, work independently and as a member of a collaborative team
- Strong attention to detail, time management, task prioritization, and problem-solving skills
- Personal initiative and a strong work ethic
- Flexible and adaptable
- Strong communication skills
- Valid driver's license to use museum vehicles/equipment
- Familiar with basic computer software and hardware operation

WORKING CONDITIONS

- Congenial and fast-paced non-profit museum environment
- Must work well in both an individual and team setting
- Comfortable working in and around people, mechanical equipment, and in areas with chemicals
- Able to handle a full shift of physical activity including lifting up to 50lbs, climbing stairs and ladders, and walking outdoor areas and trails
- Comfortable working indoors and outside during all times of the year
- Comfortable working in and around large groups of visitors, adults, and children
- May be asked to drive Museum vehicles
- All Montshire employees are subject to a criminal background check

TIME COMMITMENT

- Full-time, 100% FTE (37.5 hours per week), non-exempt position.
- General work schedule: 7.5 hours per day, 5 days per week, includes weekends with either opening/ or closing shifts to be determined.
- Regular schedule includes some combination of early morning, evening, and weekend hours
- Weekly schedule: Tuesday-Saturday 11am-7pm closing
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

SALARY AND BENEFITS

Starting wage: \$20.00 per hour. Full Montshire benefits, including health insurance, 403(b) retirement savings, paid sick leave & vacation, life insurance, and short-term & long-term disability insurance.

The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.