



Nordic Museum 2018 Job Description

Position Title:	Maintenance Technician
Department:	Facilities
Reports To:	Facilities Coordinator
Status:	Full Time, Non-Exempt
Revision Date:	06/28/2018

Position Overview	The Maintenance Technician is responsible for maintaining the Museum's building and grounds, keeping the Museum clean, orderly, and in good condition, and providing set up/tear down support for Museum activities.
Essential Job Functions	<ul style="list-style-type: none"> • Under the direction of the Facilities Coordinator, perform required set-up/tear-down support for all internal Museum activities (events, programs and meetings) and external events (rentals). • Clean and maintain Museum facilities including all public and back of house areas. (Cleaning tasks include, but are not limited to: vacuuming, sweeping, mopping, dusting, windows, sanitizing restrooms and kitchen, dishes, laundry. Maintenance tasks include but not limited to: minor repairs, painting, floor buffing, etc.). • Provide custodial support for events as needed. • Clean exhibition areas and exhibit casework and furnishings per approved collections/exhibitions procedures. • Support external custodial services as needed. • Track and report custodial and facilities supply needs to Facilities Coordinator. • Organize and maintain Museum storage areas; maintain Museum equipment and furnishings inventory; account for quantities, storage locations, and report damages to Facilities Coordinator. • Work with Facilities Coordinator to ensure appropriate waste management service schedule. • Collect and sort waste for garbage and recycling in all areas. • Assist Facilities Coordinator in maintaining building systems (HVAC, elevator, lighting, irrigation system, etc.). Assess and report facility maintenance issues to the Facilities Coordinator; undertake repairs as appropriate or assigned. • Maintain working knowledge of building; locations of shut-off valves, fuse boxes, thermostats, gas and water meters, fire alarm systems and extinguishers, etc. • Maintain grounds; mow grass, blow leaves, weed, sweep, power wash, and remove debris and leaves from parking lot, sidewalks, and roof. Includes seasonal upkeep of vegetation. • Monitor building and grounds, and ensure that exterior areas are well maintained, and safe. • Assist with the maintenance of axillary property and surrounding areas. • Work collaboratively with the Museum's volunteer maintenance crews.



Nordic Museum 2018 Job Description

	<ul style="list-style-type: none">• Assist with opening and closing procedures as needed.• Support afternoon/evening visitor services and event staff.• Assist security staff or contractors as required.
Other Skills/Abilities	<ul style="list-style-type: none">• Exhibit professional public presence.• Ability to communicate clearly and effectively with Museum staff, volunteers.• Elementary facilities maintenance.• Ability to work independently and in a team setting.
Requirements	<ul style="list-style-type: none">• Position requires the ability to function on one's feet for majority of the day.• Position requires the ability to walk frequently, stand for extended periods, climb, push, lift (up to 60lbs), stoop, or carry of equipment and materials.• Position requires visual acuity, manual dexterity, and the ability to perform physically demanding activities.• Relevant experience.• Flexible work schedule.• Weekend and evening work.• Valid driver's license.

NOTE: This job description is not intended to be all-inclusive. All employees are expected to perform other duties to meet the ongoing needs of the organization.