McWane Science Center

Sparking wonder and curiosity about our world through hands-on science experiences

Facility Maintenance Technician

The part-time (up to 28 hours per week) Facility Maintenance Technician is primarily responsible for supporting the Building Mechanic with the daily operation of building systems including HVAC, electrical, plumbing, environmental controls, life-safety systems and general facility maintenance while ensuring a safe, clean and welcoming environment for staff and visitors. Additional responsibilities include assisting with preventive and corrective maintenance, event support, emergency response, contractor coordination, custodial support and facility security.

Benefits include FREE membership and IMAX Dome Theater screenings; discounts in our gift shop, camp program, IMAX theater and food service; 403(b) retirement savings plan including company match; and on-site parking.

Accountabilities and Major Duties

- Maintain the safety and security of staff, visitors, facilities, equipment and property during public hours, non-public hours, evenings and special events.
- Support the Building Engineer with conducting preventive and corrective maintenance on HVAC, electrical, plumbing, environmental, structural and mechanical systems in a timely manner.
- Assist with monitoring, operating and maintaining chillers, air handlers, building automation controls, lighting systems, power distribution equipment and security systems.
- Troubleshoot and repair building equipment, fixtures, appliances and facility components to ensure reliable operation.
- Open and close the facility according to established procedures, including building access, alarm systems and security checks.
- Respond to emergencies involving fire, medical incidents, severe weather, security concerns, building system failures and other facility-related events.
- Exercise sound judgment in emergency situations, communicate effectively with emergency responders and assist with evacuations and life-safety procedures. Position may require spending the night at the facility to ensure the building is properly monitored and maintained during a weather or emergency event.
- Complete incident reports and maintain accurate documentation of emergencies, accidents, security concerns and facility issues. Communicate maintenance needs, facility concerns and operational issues promptly and professionally.
- Perform routine inspections of building interiors, exteriors, grounds and systems to identify maintenance needs and operational deficiencies.
- Perform painting, carpentry, electrical work, plumbing repairs/maintenance, general repairs, refurbishment projects and other facility improvements as needed.
- Assist with monitoring contractor performance to ensure work is completed safely, effectively and in accordance with contract requirements.
- Operate and maintain facility vehicles and equipment in a safe and effective manner.

• Support daily custodial operations to maintain high standards of cleanliness and appearance throughout all areas of the museum. Assist in ensuring all outdoor areas including sidewalks, entrances, parking deck and grounds remain safe, clean and presentable.

• Assist with setup and breakdown of tables, chairs, equipment and other furnishings for special events, educational programs, meetings and facility rentals; relocate, store and organize furniture, equipment and materials as required.

• Support operational needs across departments and provide facility-related assistance to staff when requested.

• Receive and distribute incoming shipments.

• Establish productive working relationships with staff, volunteers, vendors, contractors and visitors while providing excellent customer service.

Minimum Qualifications

• High school diploma or GED required. HVAC or mechanical trade-school certification (or equivalent practical experience) preferred.
• Experience in facility operations, building maintenance or a related environment requiring responsibility for people, property and equipment.
• Relevant maintenance experience with HVAC systems, air handlers, plumbing, electrical systems, building controls and general commercial-facility needs.
• Demonstrated mechanical aptitude and troubleshooting skills.
• CPR certified or ability to obtain certification within 60-days of hire.
• Ability to work independently and exercise sound judgment in routine and emergency situations.|
• Excellent customer service, communication and interpersonal skills.
• Organized with strong documentation and recordkeeping abilities.
• Must be dependable and available to work flexible schedules including evenings, weekends and holidays.
• Must be at least 21 years of age.
• Must possess a valid Driver License that is subject to acceptable annual motor vehicle reports.
• Must provide verification of valid minimum personal vehicle liability insurance as required by State law.

Minimum Physical Qualifications

• Ability to stand, walk, climb stairs, ladders, catwalks and access all areas of the facility for extended periods (6 – 8 hours/day). Ability to lift and carry up to 50 pounds and push or pull up to 75 pounds.
• Ability to work in confined spaces and at elevated heights using ladders and lifts.
• Ability to safely and effectively operate hand tools, power tools, cleaning equipment, vehicles and building maintenance equipment.
• Ability to manipulate alarms, electrical breakers, fire protection equipment and security systems.
• Ability to communicate clearly using radios, telephones, public address systems and face-to-face interaction.
• Must be able to utilize a computer and efficiently control and monitor systems.
• Ability to read and understand equipment manuals, work orders, safety procedures, OSHA Safety Data Sheets (SDS) and product labels.
• Ability to wear required personal protective equipment (PPE) and work in environments involving noise, chemicals, fumes and varying temperatures.
• Ability to operate a motor vehicle.

We look forward to hearing from you!