

The **Facilities Technician** performs ongoing preventative maintenance and repair work on exhibits and physical plant systems, including but not limited to, mechanical, electrical, and other installed systems. Technician supports set up and teardown efforts for programs and special events and generally collaborates with Visitor Services, Operations, and Museum Experience staff to ensure that the facility maintains a high level of operational readiness and is prepared to deliver a high-quality guest experience to visitors. This position occasionally performs maintenance on an "on-call" basis. Technician maintains and monitors the cleanliness and appearance of the facility and follows all appropriate safety practices and procedures while on the job.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs preventative maintenance and repair of exhibits, furniture, fixtures, equipment, and building systems. (Major repairs may be performed with or by 3rd party vendors under supervision of facilities staff)
- Completes daily, weekly and monthly checklists for maintenance procedures and maintains records of maintenance performed.
- Ensures the efficient and prompt handling of all department work orders and requests.
- Performs facility inspections and reports on conditions affecting operations.
- May operate a computer which controls and monitors mechanical equipment, exhibits, or utility systems.
- Responds to emergency maintenance requests during and after normal hours of operation to resolve immediate safety concerns and ensure operational readiness.
- Assists with the renovation/remodeling of the facility; repairs plaster and drywall, paints building structures.
- May obtain estimates for supplies and repair parts; orders parts as needed.
- Assists with the installation of traveling and internal exhibits.
- Technician supports set up and teardown efforts for programs and special events and generally collaborates with Visitor Services, Operations, Education, and Event staff to ensure that the facility maintains a high level of operational readiness and is prepared to deliver a high-quality guest experience to visitors. Assists other departments as required.
- Cleans the building and grounds as needed for the purpose of delivering a high-quality guest experience, preventing damage and/or limiting liability exposure.
- Helps coordinate custodial staff, restocks custodial supplies, and offers custodial support as necessary.
- Performs general landscaping, weeding, watering, tree trimming, and snow removal as required.
- Interacts with guests by answering questions, supplying directions and providing exceptional guest service.
- Participates in and supports a productive and positive team environment with a focus on customer service.
- May perform care and maintenance of LSS systems and animal habitats after receiving proper on-the-job training.
- Maintains compliance to City, County, and State ordinances and codes.
- Responsible for maintaining a clean and safe working environment, with continual emphasis on promoting employee health and safety. Assists in training colleagues in proper safety techniques. Notifies management about safety concerns.
- Support the Science Center's mission and values statement, support the mission to bring science to life and lives to science, and display a consistent commitment to fostering a respectful and inclusive workplace by treating all colleagues, clients, and stakeholders with dignity, actively listening to diverse perspectives, and contributing to a culture of fairness, empathy, and collaboration.
- Other duties as assigned.

REQUIREMENTS

High school diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Skilled in the use of hand and power tools.

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry.

PHYSICAL DEMANDS:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Facilities Technician job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 50 pounds.