



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Facilities Technician

REPORTS TO: Chief Operating Officer

GENERAL: The Facilities Technician is a skilled craftsperson with at least one area of expertise in either construction, mechanical systems, woodworking or electrical. This position is part of the operations team that maintains operation of the 40,000sf world-class Florida Children's Museum building in addition to 8,000sf of outdoor exhibit space. The Facilities Technician also serves as a backup to exhibits staff. The position reports to the Chief Operating Officer.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Explorations V and Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of measuring success. Achievement is the goal but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, what did you learn about the process and how can that educational to the entire staff.

RESPONSIBILITIES

PRIMARY DUTIES

- Assists COO with planning and employing best methods of maintaining facilities including making recommendations for improvements.
- Observes and evaluates condition of the facilities in order to work with the COO to set priorities.
- Maintain building and outdoor spaces in excellent condition and safety by attending to regularly scheduled tasks and special projects.
- Maintains equipment and ensures facility mechanical, electrical, lighting, security and plumbing systems are in good working order. Maintain the Museum van in good working order.
- Ensures the museum's storage areas, tools and materials are stored an organized and safe manner.



- Provides visual enhancements for facilities, including cleaning, painting and repairs.
- Provide backup to the duties of the Exhibits Technicians who maintain exhibits, including cleaning and repairs.
- Provide backup to Custodial staff and services, including cleaning and supplies. Provide organization of custodial rooms.
- Occasional unusual hours at the Museum are required, including weekends.
- Other duties as assigned including special events/fundraisers and outreach efforts.

GENERAL DUTIES

- Respect coworkers
- Show up on time and ready to start your day
- Effectively communicate with COO and other departments
- Maintain a professional appearance and manner
- Document your work
- Able to lift 50lbs and climb ladders
- Other duties as assigned by Chief Operating Officer

QUALIFICATIONS

- Associated degree or 3 years of relevant work experience
- Good knowledge of tools and construction materials
- Knowledge of building mechanical systems
- Ability to use Microsoft Office products including Outlook, Excel, and Word
- Valid Driver's License
- Employment contingent on passing a Level 1 background check
- Preferred not but required:
 - Bilingual, English and Spanish

Print Name

Date

Signature