

## Anchorage Museum Association

Title: Mechanical Specialist

Reports To: Deputy Director of Facilities and Operations

FLSA Status: Non-Exempt

EEO Class: Craft Workers

Approved By: Museum Director/CEO

The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story. We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.

### Summary Position Statement

Under the general supervision of the Deputy Director of Facilities and Operations, the Mechanical Specialist is responsible for daily maintenance and repair of the Museum's mechanical (HVAC) and other major equipment systems. This position will also provide support to all areas of the Facilities management department, including painting, minor repairs or maintenance on plumbing, electrical, appliances, furniture, vehicles, tools, and related equipment, as well as shared emergency maintenance response on or after hours, and on-call rotation.

The work requires extensive experience and certification in HVAC and refrigeration systems including but not limited to walk-in coolers, boilers, air handlers, chillers, refrigeration units, electrical systems, pneumatics and DDC systems.

This position may have a non-standard work schedule; which may include weekends and overtime.

### Essential Functions

- Conduct required daily inspections of all mechanical systems
- Maintain routine maintenance schedules, check lists, and ensure operational procedures are updated and kept current
- Assist in the development of a complete preventive maintenance program for all building mechanical systems
- Routinely review maintenance related records with Deputy Director of Facilities and Operations
- Perform and/or oversee all necessary repairs and replacements to HVAC equipment (i.e. boilers, steam boilers, and chillers, air handling units, VAV boxes, refrigeration units, pneumatic systems, and DDC controls) and other mechanical and electrical systems
- Perform regular inspections of maintenance and cleaning of kitchen equipment

Mechanical Specialist Job Description

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- performed by the café operator and performs or oversees café repairs as needed
- inspect and complete required repairs on plumbing, painting, drywall, carpentry, and other facility related repairs of the Museum
  - Verify the performance of contracted facility maintenance services and notifies the Deputy Director of Facilities and Operations of any discrepancies
  - Train facilities staff on proper maintenance of mechanical systems and controls
  - Ensure the physical security, accountability, serviceability, and cleanliness of all maintenance tools, equipment storage areas, and tool bins, utilized or assigned
  - Ensure excellence in safety procedures and avoid accidents in accomplishment of all tasks performed and immediately reports any violations or potential hazards to the Deputy Director of Facilities and Operations
  - Respond to emergency situations and/or works overtime as required
  - Serve as primary contact for after-hours alarm and emergency calls in Deputy Director's absence
  - Oversee and prioritize departmental workload in Deputy Director's absence
  - Act as project manager for major equipment replacement projects as requested

### **Non-Essential Functions**

- Solicit contract services at the direction of the Deputy Director of Facilities and Operations and provides recommendations for final analysis and direction
- Make recommendations for system improvements and upgrades, based on technical expertise
- Provide input, suggestions, recommendations, and feedback as applicable
- Maintain accurate detailed maintenance records as required
- Replace burned-out light bulbs; clean up water leaks, overflowed toilets, waste cleanup to include body fluids (blood, urine, vomit, etc.); discard trash and unsalvageable materials/equipment when necessary
- Perform snow removal when necessary
- Lift and move office furniture and relocate staff offices as necessary
- Other duties as assigned

### **Knowledge/Skills/Qualifications**

#### **Knowledge**

- Demonstrated knowledge in the operation and maintenance of low-pressure steam boilers and related equipment, refrigeration and air conditioning, generators, plumbing and electrical systems, security systems, and equipment maintenance
- Extensive knowledge of and mechanical aptitude in facility maintenance and repair
- Working knowledge of computerized control systems (DDC)
- Must be knowledgeable in current building codes and safety regulations

## **Skills**

- Must possess a cooperative attitude that does not create unnecessary friction between coworkers and/or various stakeholders
- Well-developed problem-solving and ability to develop conceptual alternatives

## **Abilities**

- Must be able to identify, troubleshoot and resolve mechanical malfunctions and problems in an expeditious, safe, and cost-effective manner
- Must be able to utilize subcontractors in an efficient manner when completing repair work
- Proven ability to diagnose and repair pneumatic controls
- Ability to be flexible and adapt readily to changing work demands and schedules
- Ability to prioritize and organize multiple tasks and meet deadlines
- Ability to function independently and as a team member
- Ability to seek out new methods and principles and be willing to incorporate them into existing maintenance practices
- Must have the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures, etc., of a physical plant unit
- Ability to utilize snow shovels and operate motorized snow removal equipment as necessary
- Ability to read blue prints preferred

## **Qualifications**

The incumbent is expected to be highly dependable, motivated, organized, a quick learner and able to work independently and as a team member; have a strong mechanical aptitude and possess extensive knowledge of commercial building systems. This position requires flexibility in work schedules as some work will be required to be completed after normal business hours or on weekends

- High school graduate or equivalent
- Minimum three years of relevant experience; additional work experience may be substituted for a high school diploma
- Specialized training and proof of current certifications in HVAC maintenance, Plumbing, Electrical, DDC systems, and Refrigeration required
- Three years' experience overseeing multiple facility related projects and meeting deadlines
- Extensive knowledge of commercial HVAC systems and experience with maintenance of physical property including building, equipment, HVAC systems, chillers, circulating pumps, VAV boxes, electrical systems, plumbing systems, wood and metal shop equipment, elevators, painting, and general building

maintenance

- Demonstrated ability to multitask
- Strong English verbal and written communication skills
- Must be able to read and understand written instructions
- Must be able to work with people from diverse backgrounds
- Must possess a valid Alaska driver's license and driving record that satisfies insurance requirements throughout employment
- General computer knowledge preferred

### **Employee Expectations**

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies, procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and regularly required to stoop, kneel, crouch or crawl. The employee must routinely lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus and distinguish color.

The incumbent will regularly be required to use ladders; use tools/equipment overhead, work in confined spaces and will be required to drive a motor vehicle and operate small motorized equipment.

### **Work Environment**

The work environment characteristics described here are typical of a physical plant

environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent may be required to work in interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and may involve some physical discomfort due to temperature, dust and noise and exposure to extreme heat/cold and/or inclement weather. Exposure to sub-degree temperatures will be minimal and limited.

There will be regular exposure to paint, solvents, cleaners, lubricants, mechanical exhaust, vibration, and noise.

The noise level in the work environment is usually moderate, however there is potential for significant noise exposure associated with maintenance equipment.