

Anchorage Museum Association

Title: Maintenance Technician

Reports To: Deputy Director of Facilities and Operations

FLSA Status: Non-Exempt

EEO Class: Craft Workers

Approved By: Museum Director/CEO

The Anchorage Museum welcomes diversity and inclusion and recognizes all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement

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

This part-time position may have a non-standard work schedule and will include occasional weekends.

Essential Functions

- Maintain routine maintenance schedules, check lists, and ensure operational procedures are updated and kept current
- Assist in the development of a preventive maintenance program for 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 lighting equipment
- Oversee building key and lock systems
- Inspect and complete required repairs on electrical, plumbing, carpentry, and other facility related repairs
- 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 work overtime as required

Non-Essential Functions

- Solicit contract services at the direction of the Deputy Director of Facilities and Operations and provide recommendations for final analysis and direction
- Act as project manager for major equipment replacement projects as needed
- Perform regular inspections of maintenance and cleaning of kitchen equipment performed by the café operator and performs or oversees café repairs as needed
- Provide suggestions, recommendations, and feedback for system improvements and upgrades, based on technical expertise
- Maintain accurate detailed maintenance records as required
- 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 electrical and plumbing 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
- Have well-developed problem-solving skills 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
- Ability to multitask
- 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 blueprints preferred

Qualifications

- High school diploma or equivalent
- Minimum three years of relevant experience; additional work experience may be substituted for education requirement
- Three years' experience overseeing multiple facility related projects and meeting deadlines
- Incumbent must be dependable, motivated to learn new skills
- 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
- Specialized training in electrical, plumbing, DDC systems, and refrigeration, preferred
- 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
- Treat everyone with dignity and respect at
- 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.