

ANCHORAGE MUSEUM ASSOCIATION

Title: Maintenance Technician

Reports To: Deputy Director of Facilities and Operations

FLSA Status: Non-Exempt

EEO Class: Craft Worker

Approved By: Museum Director and CEO

The Anchorage Museum is for people, place, planet, and potential, in service of a sustainable and equitable North, and with creativity and imagination for what is possible. We strive to be a place of ideas and transformation, narratives and perspectives, resilient and relevant communities, and responsive to a rapidly changing world toward a better future for all. We welcome diverse perspectives, recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do, and are committed to creating an anti-racist, fully inclusive organization.

Summary Position Statement

Under the general supervision of the Deputy Director of Facilities and Operations, the Maintenance Technician is responsible for assisting the facility management team on routine building maintenance activities. This position is responsible for daily monitoring of the internal work-request system, conducting routine inspections, and completing preventive maintenance. The incumbent is responsible for soliciting bids at the direction of the Deputy Director, purchasing supplies, and working with subcontractors. This position also provides support to all areas of the Facilities Management department, including painting, moving furniture, changing light bulbs, and completing minor repairs or maintenance on plumbing, electrical, drywall, appliances, furniture, vehicles, tools, and related equipment and shared emergency maintenance response on an after-hours, on-call rotation.

This is a part-time position and will have occasional evening and weekend hours.

Essential Functions

- Assist with upkeep and maintenance of operating systems, facilities, and grounds, including snow removal, and housekeeping duties as required
- Replace light bulbs, clean up water leaks and overflowed toilets
- Oversee building key and lock systems
- Maintain and schedule painting projects and be able to paint in professional, high-quality manner and environment
- Maintain current occupancy lists
- Monitor computerized work-request system daily
- Manage the physical security, accountability, serviceability, and cleanliness of all maintenance tools, equipment storage areas, and tool bins
- Practice safety to avoid accidents while accomplishing regular duties and immediately report any violations or potential hazards to the Deputy Director of Facilities and Operations

Non-Essential Functions

- Respond to emergency situations, which may require overtime
- Verify the performance of contracted services and notify the Deputy Director of Facilities and Operations of any discrepancies
- Address scheduling conflicts to the Deputy Director of Facilities and Operations
- Other duties as assigned

Knowledge/Skills/Abilities/Qualifications

- Demonstrated ability to multitask
- Demonstrated ability to complete detailed orientated tasks and produce high-quality outcomes
- Strong verbal and written communication skills
- Ability to work with individuals from diverse backgrounds
- Ability to be flexible and learn quickly
- Ability to problem solve and manage challenging mechanical issues
- Ability to work on ladders and scissors lifts up to 40' high while performing duties

Qualifications

- High-school diploma or equivalent
- Possess a valid Alaska driver's license and driving record that satisfies insurance carrier requirements
- Demonstrated mechanical aptitude
- Demonstrated reliability
- One year of experience working with electrical system preferred
- Two years of experience in commercial facility maintenance or repair work preferred
- Knowledge of MS Software preferred

Employee Expectations

As a Museum 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
- Support and uphold the policies, procedures of the Museum

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 occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee may be exposed to paint fumes, bodily fluids and other hazardous materials and will be required to use appropriate personal protective equipment while doing so.

Work Environment:

The work environment characteristics described here are typical of a maintenance 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 noise level in the work environment is usually moderate.