

Position: Building Services Technician

Department: Building Services

Reports To: Building Services Coordinator

EEOC Class: O/M FLSA Status: Exempt
Type: Status: Full time Hourly

General Summary

The Building Services Technician is responsible for assisting the Building Services Coordinator with all aspects of building operations for the Michigan Science Center. Primary responsibility is to enhance the guest experience through continued maintenance and improvement of amenities.

Essential Job Functions

- Assist with repairs such as repairing hands on exhibits, replacement of light bulbs, moving furniture, etc.
- Assist with maintenance to include maintenance of parking lot, fleet maintenance, janitorial, HVAC, plumbing, carpentry, alarm systems, telecommunications, grounds, landscaping, loading dock, shipping and receiving, dumpster, elevators, escalator, and other related areas of the facility.
- Assist all departments with shipping and receiving needs, including gift shop merchandise, delivering packages to staff members and departments as they arrive on the loading dock.
- Work with events coordinator to ensure successful events; i.e., setups and takedowns, assisting caterers, clean up, etc.
- Work with staff as needed in areas of transporting exhibits, making minor repairs, removing "out of order" exhibits, etc.
- Assist in rearranging classrooms and setting up educational events in and round the building.
- Assist with all audio and or video needs in the building; this includes all exhibit, building and event A/V.
- Takes direction from Building Services Coordinator on all projects, tasks and assignments.
- Assist with janitorial needs when necessary.
- Assist Coordinator with maintaining Science Center vehicles, keeping them clean and in good working order.
- Perform other related duties as assigned

Knowledge, Skills & Abilities

- High school diploma or G.E.D.; must be at least 18 years of age or older
- Experience in using power tools and general maintenance equipment
- Proven ability to take directions and delegation of job responsibilities
- Proven ability to be responsible and self motivated
- Proven ability to work independently
- Should be able to work outdoors in all types of weather conditions
- Must be able to lift over 50 pounds
- Must be willing to work in a team environment
- Must be dependable and have reliable transportation
- Must be willing to some evenings and weekends
- Must have a displayed history of excellent attendance
- Must have a displayed history of excellent job performance
- Must be a team player, have a sense of humor, a willingness to learn, integrity, and trustworthiness

Education

- **GED or higher**

Experience

- **Minimum three years maintenance and facility experience operating a museum or other public facility**
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Physical Requirements

Vision: 100% - Must be correctable to 20/20.

Hearing: 100% - Must meet the FAA “best” standard for both ears.

Standing/Walking: 50% - Must be able to climb and descend stairs

Climbing/Stooping/Kneeling: <20% - Must be able to climb and descend ladders.

Lifting/Pulling/Pushing: 30% - Must be able to lift, walk and climb; move boxes on elevated shelving; and push carts up to 100 pounds.

Fingering/Grasping/Feeling: 100% - Must be able to type on a computer, answer phone and use specialized equipment and tools.

Working Conditions

Multiple areas of daily responsibility throughout the museum on different levels requiring lots of walking, stairs and standing.

Required In-house Training

- **New Employee**

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Michigan Science Center is an Equal Employment Opportunity Employer