



Title: Facilities Associate Technician

Department: Facilities

Status: Non-exempt, Regular, Full-time, hourly

Supervisor: Facilities Manger

Position Description: Provides facilities services and maintenance for the Museum campus, maintaining buildings and their utility systems, infrastructure, grounds, equipment and motor vehicles. Supports MNA programs and projects as assigned by the Facilities Manager. Executes established facilities programs and responds to unscheduled needs and requests to support consistent standards of quality performance in the Museum facilities program.

Major Tasks and Responsibilities:

- Performs facilities services for buildings, grounds, and equipment in an efficient and professional manner, with particular attention to preserving the historic integrity and native plant communities of the Museum's campus.
- Facilities services includes minor plumbing, electrical, carpentry and roofing skills, as well as general maintenance skills from painting to drywall repairs.
- Understands and supports the museum's goals for visitor, staff, and collections safety including buildings and grounds maintenance and improvement, customer satisfaction.
- Communicates effectively and positively with Museum staff, volunteers, and visitors
- Collaborates with the Facilities Manger to continually improve facilities services and takes special care to proactively identify and resolve potential safety issues.
- Organizes and maintains the facilities shop and adjacent storage areas, including equipment and tools in the buildings while maintaining equipment and vehicles in good work order.
- Implements the Museum vehicle maintenance and safety schedule, ensuring that all vehicles are safe, clean, and in good mechanical condition.
- Assists with snow removal.
- Serves as acting Facilities Manager on 24-hour call in the absence of Facilities Manager. Is a security alarm responder for all museum facilities.
- Works with the Facilities Manager to further the museum's goal to create a positive, flexible and diverse community.
- Performs occasional custodial duties as needed.
- Works with the Facilities Manager to creatively adjust the operation, organization, and responsibilities of facilities services to meet the changing needs of the Museum.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
- Other duties as assigned.

Education / Experience and Other Requirements:

- High school diploma or equivalent. Some higher education preferred, as well as apprentice programs and training.



MUSEUM of
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Celebrating the Colorado Plateau

- Three years' experience in construction and/or maintenance of buildings, grounds, and utilities is required.
- Basic hand tools would including carpentry and general maintenance tools. MNA provides larger shop tools and equipment. Proficiency with carpentry and maintenance tools are required – please provide experience level with these.
- Must be able to be on-call and respond to MNA needs 24/7 when Facilities Manager is not available.
- Must have operable vehicle and valid AZ driver's license and insurance.
- Basic computer skills including email fluency.

Abilities, Skills, and Knowledge:

- Honesty, a positive work ethic and team player.
- Enjoy physical indoor and outdoor work.
- Knowledge and experience with building systems, including carpentry, plumbing, electrical, painting, and roofing. Ability to complete building repair and remodeling projects to the highest standards.
- Mechanical acuity and knowledge sufficient to do maintenance on tools, equipment, vehicles and building mechanical systems.
- Ability to operate a backhoe preferred and willingness to learn required.
- Ability to work some weekends as needed during busy Festival season or heavy snows.
- Interest in learning about and preserving the natural and cultural history of the Colorado Plateau.
- Interest in and knowledge about sustainable / renewable energy building systems.
- Ability to maintain confidentiality.
- Effective and positive communicate skills with staff, visitors, and MNA service providers.
- Must be able to lift and carry 50 pounds, sit, stoop, and crouch or stand for extended periods of time. Good visual and hearing acuity. Ability to climb ladders, crawl into small crawl spaces and work on roofs tops. Must be able to sit, stoop or stand for extended periods of time.

Working Conditions:

- Works outdoors and indoors, 8 hours per day. Works occasional overtime, nights (snow removal) and weekends.

To Apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, ext. 203 to receive additional instructions for application submission.