

Title: Facilities Associate Technician

Department: Facilities

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

Supervisor: Director of Facilities

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 Director of Facilities. 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.
- Facilities services includes plumbing, electrical, carpentry, 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 Director of Facilities 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.
- Assists with the museum vehicle maintenance and safety schedule, ensuring that all vehicles are safe, clean, and in good mechanical condition.
- Assists with snow removal.
- Works with the Facilities Director to further the museum's goal to create a positive, flexible and diverse community.
- Performs occasional custodial duties as needed.
- Works with the Facilities Director 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.
- Understand and show ability to operate the Museum and Campus wide security system.
- Assist the Resident Alarm Responder when requested.
- Assist the Facilities Director with after normal hours and weekend maintenance needs.
 - 1) On Call order for the Security and Fire monitoring notifications are as follows:
 - First- Resident Alarm Responder
 - Second-Facilities Associate Tech
 - Third- Director of Facilities
- 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.



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- Three years' experience in construction trades and/or maintenance of buildings, grounds, and utilities is required.
- Experience in basic electrical wiring and HVAC maintenance.
- Use of basic hand tools including carpentry, plumbing and general maintenance tools. MNA provides larger shop tools and equipment.
- Must have a reliable vehicle and valid AZ driver's license and insurance.
- Basic computer skills including Outlook and Excel.

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 and painting. Ability to complete building repair and remodeling projects to the highest standards.
- Mechanical acuity and knowledge sufficient to do maintenance on tools, equipment and vehicles.
- 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.
- 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, Monday thru Friday. Works occasional overtime, nights (snow removal) and weekends.

How to apply:

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.