

Title: Facilities Associate Technician

Department: Facilities

Status: Non-exempt, Regular, Full-time, hourly. (Part-time optional. Seasonal optional)

Supervisor: Director of Facilities

Salary: \$21.00 an hour

Position Description: Provides facilities services and maintenance for the museum campus, maintaining buildings and their utility systems, infrastructure, grounds and equipment in an efficient and professional manner. Supports MNA programs and projects as assigned by the Director of Facilities. *Housing may be available for the seasonal option.*

Major Tasks and Responsibilities:

- Executes established facilities programs and responds to unscheduled needs and requests to support consistent standards of quality performance in the museum facilities department.
- Facilities services includes minor 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.
- Collaborates with the Director of Facilities to continually improve facilities services and takes special care to proactively identify and resolve potential safety issues.
- Works with the Director of Facilities to creatively adjust the operation, organization, and responsibilities of facilities services to meet the changing needs of the museum.
- Understand and show ability to operate the museum and campus wide security system. Will assist with after hours and weekend maintenance needs and will be second on the list for security alarm notifications.
- Organizes and maintains the facilities shop and adjacent storage areas, including equipment and tools in the buildings while maintaining equipment and vehicles in good working order.
- Assists with snow removal.
- Performs occasional custodial duties as needed.
- 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.

Key Relationships:

- Reports to Director of Facilities
- Assists the Resident Alarm Responder when requested with afterhours security issues.
- Works with all museum staff, volunteers, and visitors on a daily basis.
- May interact with service providers.

Education / Experience and Other Requirements:

- 2 or more years of building maintenance or equivalent experience is an advantage.
- High school diploma or equivalent.
- 2 years of experience in construction trades and/or maintenance of buildings and grounds.
- Use of basic hand tools including carpentry, plumbing and general maintenance tools.



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- Must have a reliable vehicle and valid AZ driver's license and insurance.
- Basic computer skills including Outlook.

Abilities, Skills, and Knowledge:

- Honesty, a positive work ethic and team player.
- Enjoy physical indoor and outdoor work.
- Must be able to perform assigned or call-out tasks without direct supervision.
- Knowledge and experience with building systems, including basic carpentry and painting.
- Ability to assist the Facilities Director with building repair and remodeling projects to the highest standards.
- 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.

Other Requirements:

- Must be fully vaccinated for COVID-19

Working Conditions:

- Works outdoors and indoors, Monday thru Friday, 7:00 am to 3:30 pm. There will be occasional overtime, nights, and weekends. This position is not eligible for remote work.

Benefits for Full-Time Option:

- Medical
- Dental
- Vision
- Life Insurance
- Vacation
- Sick Time
- Matching Retirement Savings Plan (eligible after 1 year of employment)
- Employee Discount at Museum Shop

How to apply:

Please submit a **cover letter and resume** to employment@musnaz.org. Email is the preferred method of application submission. ***Please indicate in your cover letter or resume if you're interested in the full-time, part-time, or seasonal role.*** If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.

We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.



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About MNA:

The Museum of Northern Arizona (MNA) is a private, non-profit, educational institution located in Flagstaff, Arizona at the base of the beautiful San Francisco Peaks. The Museum was founded in 1928 by a group of Flagstaff citizens to protect and preserve the natural and cultural heritage of northern Arizona through research, collections, conservation, and education.

The Museum has evolved into a regional center of learning with collections, exhibits, educational programs, publications, and research projects that serve thousands of people each year. MNA is accredited by the American Alliance of Museums.

MISSION

MNA is a gateway to understanding the Colorado Plateau, engaging local, regional and global audiences with life-enriching knowledge and experiences.

VISION

We illuminate the connections between people, place, and time through science, art, and culture.