



Exhibit and Facilities Technician

FLSA Status: Non-Exempt

Grade/Level: Entry Level

Work Schedule: Average 8 hrs./week

Benefits Eligibility: Eligible for sick leave as per Colorado statute

Job Status: Part-time

Reports to: Exhibits and Facilities Manager

Amount of Travel Required: None

Positions Supervised: None

Salary: \$20/hour

POSITION SUMMARY:

The Exhibits Technician supports the maintenance and fabrication of Museum exhibits and the maintenance and repair of building facilities, all of which support the Museum's mission to inspire every child's learning and curiosity through play.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Support the Exhibits and Facilities Manager in:

- Repairing exhibit and building components
- Construction of new exhibit components and accessory materials
- Providing routine maintenance duties to ensure building and exhibits are in proper order
- Developing and following preventive maintenance procedures and schedules

POSITION QUALIFICATIONS:

- Basic technical skills such as, but not limited to: painting, carpentry, metalwork, plumbing, electrical
- Skilled in use of hand tools, power tools, technical equipment, and cleaning products
- Ability to independently learn new construction techniques
- Excellent troubleshooting and problem solving skills
- Excellent follow through, work ethic, and attention to detail
- Ability to take initiative and work independently as well as ability to collaborate and problem solve as part of a group
- Ability to maintain and develop clear and accurate written records
- Strong organizational and time management skills. Can efficiently execute on multiple priorities/plans/ideas
- Willingness and ability to seek-out, share and adopt ideas and best practices, and embrace change introduced by others
- Judgement to creatively resolve unique tasks
- Patience with curious children while working

EXPERIENCE:

Experience working with facilities, maintenance, repair and/or construction preferred.

PHYSICAL DEMANDS:

- Regularly required to stand; climb; balance; stoop or kneel; and crouch
- Regularly required to walk; use hands to finger, handle, grasp, or feel; and reach with hands and arms
- Occasionally required to lift up to 50 lbs.
- Regularly required to push and pull heavy items with the assistance of tools, cart, and/or coworkers
- Occasionally need to wear protective equipment (respirator, goggles, gloves, etc.)

WORK ENVIRONMENT:

- Routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets
- Subject primarily to indoor conditions
- Occasionally exposed to wet or dirty conditions
- Subject to a loud and busy environment
- Subject to tasks that are repetitive in nature

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of the company, including those set out in the Employee Handbook, or otherwise communicated (verbal or in writing) to employees.

Employee must understand that this is an at-will position and the employee may be terminated by the company at any time with or without cause or advance notice.

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