

Facilities & Exhibits Technician



WORLD OF WONDER
CHILDREN'S MUSEUM

WOW! Children's Museum is an equal-opportunity, non-profit 501(c)(3) organization that offers employees a creative and collaborative working environment. We engage all families in educational, hands-on experiences that connect curiosity, creativity and discovery and serve approximately 90,000 visitors annually. We are seeking a skilled Facilities & Exhibits Technician with a proven record of success to join our team in a supporting role as we maintain and refresh our 8,000 SF facility in Lafayette, CO. The ideal candidate will have basic technical skills such as, but not limited to: painting, carpentry, metalwork, plumbing, HVAC, and electrical and excellent troubleshooting and problem-solving skills.

FLSA Status: Non-Exempt

Grade/Level: Entry Level

Work Schedule: Average 16-20 hrs./week.

Flexible schedule. Must be available to occasionally work outside of operating business hours.

Salary: \$19-23/hour

Job Status: Part-time

Reports to: Director of Operations

Amount of Travel Required: None

Benefits Eligibility: Not Eligible

Positions Supervised: None

POSITION SUMMARY:

The Facilities & Exhibits Technician provides basic facility maintenance, such as light landscaping, plumbing, electric, HVAC support, etc. This position also coordinates the work of outside facility contractors/vendors as needed, and supports the maintenance and repair of exhibits.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Regular facilities maintenance and projects, such as light landscaping, plumbing, changing lightbulbs, etc.
- Developing and following preventive maintenance procedures and schedules
- Communicate with contractors or other professionals hired for projects
- Routine inspections and maintenance duties to ensure building and exhibits are in proper order
- Maintenance and repair of exhibits and exhibit components
- Maintaining workshop, equipment, and supplies, including ordering of materials
- Directing volunteers and volunteer groups who help with maintenance
- Maintaining safety in the shop and on the museum floor
- Prompt response to repair calls
- Assisting in the construction of new exhibit components and accessory materials
- Assisting with the installation and de-installation of exhibits.
- Mindfulness about the safety of children
- Presentable, communicative, and patient while working around children during museum hours

POSITION QUALIFICATIONS:

- Basic technical skills such as, but not limited to: painting, carpentry, metalwork, plumbing, electrical
- Ability to take initiative and work independently as well as ability to collaborate and problem solve as part of a group
- Proper use of hand tools, power tools, technical equipment, and cleaning products
- Ability to independently learn new construction techniques
- Excellent troubleshooting and problem-solving skills. Judgment to creatively resolve unique tasks
- Excellent follow through, work ethic, and attention to detail
- Occasional need to wear protective equipment (respirator, goggles, gloves, etc.)
- Have a valid driver's license and a vehicle to obtain supplies from local stores
- Comfortable using computers; proficient in Microsoft Office software, Internet search tools and email
- Ability to maintain and develop clear and accurate written records
- Strong organizational, communication 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
- Ability to work with all Museum team members; willingness to negotiate and compromise

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent preferred
- Experience working with a range of tradespeople (HVAC, plumbers, electricians, flooring) 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

WORK ENVIRONMENT:

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