



PIMA AIR & SPACE MUSEUM

TITAN MISSILE MUSEUM



FACILITIES MAINTENANCE TECHNICIAN

JOB DESCRIPTION

FLSA STATUS: Non-Exempt
CLASS: Full Time
BENEFIT CLASS: Eligible
DEPARTMENT: Facilities
DEPARTMENT #: 600
REPORTS TO: Facilities Supervisor
PREPARED BY: Scott Marchand
APPROVED BY: Scott Marchand
APPROVAL DATE: 8/30/23

SUMMARY:

The Facilities Maintenance Technician is responsible for performing tasks involving physical labor, janitorial duties, and preventative and corrective maintenance throughout the Pima Air & Space Museum property. The Facilities Maintenance Technician is also responsible for opening and closing the museum as assigned and assisting with special and contracted events as requested.

ESSENTIAL DUTIES:

- Maintain the Pima Air & Space Museum facilities and grounds, including but not limited to clearing weeds and all forms of debris, painting, drywall repair, and other types of general repair and maintenance.
- Assists in the detection of faulty equipment operations and defective tools and materials;
- Monitor and maintain assigned areas by cleaning, sweeping, dusting, mopping, waxing, scrubbing or vacuuming per established facility cleaning procedures.
- Empty all waste containers and dispose of all waste in the proper receptacles.
- Clean, sanitize and stock all assigned restrooms.
- Assist in the set up and/or break down for special and contracted events.
- Acts as technical back up during special and contracted events.
- Safely and properly maintain equipment and tools used in assigned area(s); return equipment and tools to appropriate storage areas upon task completion and/or end of shift.
- Utilize radios to communicate emergencies, request assistance, clarify tasks, and obtain authorization and other types of daily communication.
- Under direction, appropriately remove, handle and dispose of items per outlined procedures in the MSDS and/or safety protocol.
- Special projects as assigned.
- Other duties as requested, directed or assigned.

RESPONSIBILITIES:

- Responsible for timely reporting of safety concerns and violations to designated staff member per departmental procedure, including security.
- Responsible for paying close attention to assigned tasks, finishing tasks as directed by Facilities Supervisor.
- Responsible for carrying the assigned radio at all times while on duty and to respond to communication requests in a timely manner.
- Responsible for maintaining an awareness of the grounds, including activities of visitors, volunteers and other staff members to ensure safety guidelines are followed.
- Responsible for timely set-up and/or break-down for special and contracted events, such as tables, bars, chairs, heaters, A/V and PA equipment, etc.
- Responsible for following safety protocol including but not limited to familiarity with MSDS usage and locations.
- Responsible for reporting faulty/defective equipment, tools and any unusual situations to the Facilities Supervisor or Director of Finance and Operations.
- Responsible for being familiar with all areas of the Pima Air & Space Museum to enable quick safety response and render assistance as appropriate in case of emergencies or personal injuries.
- Responsible for safely and legally driving Foundation motorized vehicles and electric carts while conducting Foundation business.
- Responsible for professional and conscientious work in your position.
- Responsible for interacting with all museum guests, employees, and volunteers in a friendly and professional manner.

QUALIFICATIONS AND REQUIREMENTS:

The Facilities Maintenance Technician is required, at a minimum, to have a High School Diploma or GED equivalent AND at least 6 months experience in general facility repair and maintenance; OR the equivalent combination of experience and/or education and training. The Facilities Supervisor, Director Operations and Executive Director can determine whether education and training are "equivalent" based on experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed within this job description are representative of the knowledge, skill and/or ability required.

- Proven attention to detail skills.
- Regular weekend shifts
- Must be highly motivated and able to work independently.
- Ability to work with chemicals, including but not limited to paint, solvents, herbicides and janitorial cleaning supplies.
- Ability to read and interpret equipment manuals, material safety data sheets, and work orders to perform required maintenance and service written in English.

- Ability to use a variety of hand and power tools in performing duties.
- Must be able to comply with safety regulations and maintain clean and orderly work areas.
- Ability to operate light equipment, i.e., Forklift, Man Lift, etc.
- Ability to use sensory perceptions (sight, smell, touch, etc.) to determine cleanliness of facilities, grounds, etc.
- Must have the ability to legally drive a motorized vehicle, electric cart, and other foundation equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to repeatedly lift and carry a minimum of 40 lbs. without assistance, with the ability to lift up to 80 lbs. as necessary with assistance.
- Must be able to reach above head and down to the ground while using hand tools, power tools, and other equipment.
- Must be able to perform moderate to heavy manual labor.
- Must be able to walk on uneven ground throughout the museum property.
- Must be able to crawl, bend, stretch, and climb while performing routine tasks.
- Must be able to work in non-air-conditioned areas throughout the year.
- Must be able to drive a motor vehicle and electric cart.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member will be required throughout the year to work outdoors and/or in temperature and non-temperature controlled areas while performing normal job duties listed above. The team member will be required to walk on uneven ground from one location to another, wearing steel toed boots/shoes and other personal protective equipment.

The work environment can be moderately noisy depending upon airplane traffic at Davis-Monthan Air Force Base, located across the street from the Museum.

Specific jobs may require respirators, safety face shields, gloves, goggles, coveralls, safety shoes and other appropriate safety equipment.

AUTHORITY:

- Authority to call 911 in cases of emergency.
- Authority to professionally communicate with visitors, volunteers and other staff members regarding appropriate and/or acceptable behavior(s) while on Museum grounds.
- Authority to safely utilize Foundation resources for its intended purpose, including but not limited to:
 - Power and hand tools
 - Motorized and electric vehicles
 - Chemicals, including but not limited to paint, solvents, herbicides and janitorial cleaning supplies
 - With active certification and/or training as appropriate, operate the Man Lift, Forklift, Tractor, Water Truck, Dump Truck, and other equipment as required.

LANGUAGE SKILLS

- Ability to read, write, speak, and comprehend English;
- Ability to read and comprehend moderate to complex instructions, short correspondences, and memos;

Disclaimer Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills and efforts. They are not intended to form contractual relationships between the employee and the organization but are intended to be a reflection of the primary elements of a specific job, including but not limited to the essential functions.

Management retains the discretion to add to or change the description at any time

I have read and understand that the duties and responsibilities outlined above will be used as a basis for minimum job performance evaluation.

Employee Signature

Date