



**Position title:** Maintenance Technician 1

**Supervisor:** Facilities Manager

**Employment Status:** Hourly, Nonexempt

**Department:** Exhibits/Facilities

**Hours:** 35-40 hours/week

**Location:** In-person

**Compensation:** \$20-\$22/hour, a summary of benefits is available at the bottom of this announcement

## **JOB SCOPE & RESPONSIBILITIES**

Performs regular recurring maintenance duties necessary to provide each visitor with a welcoming and rewarding experience.

### **Essential Job Functions**

Perform facility maintenance and cleaning tasks (90%)

- Works with Facilities Staff to ensure preventative maintenance of facility is being done.
- Performs minor carpentry, electrical, cleaning, and plumbing tasks as assigned by Facilities Manager.
- Performs occasional equipment installation and repair for other departments, including but not limited to assembling office furniture, mounting shelves, installing white boards, and applying window treatments.
- Maintains building HVAC systems, working with contractors and Facilities Staff.
- Performs maintenance activities associated with the museum's outdoor spaces and building perimeter including the Rooftop Ramble and Wonderground exhibits, sidewalk, and plantings. These tasks may include but are not limited to mowing and clipping grass, weeding, watering, and removing snow and ice.
- Performs painting tasks that include but are not limited to patching drywall, taping, and painting.
- May drive museum van for material pick up and drop off.
- Communicates with co-workers by reporting on issues or activity during shifts.
- Works with Facilities Staff and cleaning contractor to ensure daily, weekly, and occasional cleaning tasks are completed following the museum's standards. These tasks may include but are not limited to sweeping, vacuuming, mopping, washing surfaces/windows/walls, dusting, cleaning/sanitizing and stocking restrooms, trash/recycling removal, cleaning exhibits, and washing/laundrying exhibit components.



## Other duties (10%)

- Assists in setup or takedown of equipment for meetings or events when agreed upon.
- When working in view of guests, dresses and acts in a customer-friendly manner.
- Performs other duties as agreed upon.

## Job Qualifications

### *Necessary Qualifications/Requirements*

- Early morning, evening and weekend work will sometimes be required.
- Ability to relate well to people of all ages and backgrounds.
- Ability to work consistently as a team player.
- Ability to be self-motivated and to work independently.
- Comfortable working on ladders, lifts, and in tight spaces.
- Basic use of hand and power tools.
- Math skills sufficient to use a tape measure, calculate cleaning solutions.

### Preferred Knowledge and Skills

- Experience performing physical labor.
- Experience with regular cleaning tasks.
- High school diploma (or equivalent).
- Basic understanding of computers.
- Experience working with children.
- Experience in customer service.

### Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle, or feel; and required to talk, hear, and see with the ability to focus. The noise level in the work environment is usually moderate to loud. Ability to stand, walk, climb, crawl or sit for prolonged periods with or without back support. Ability to perform heavy physical work, frequently lifting or moving more than 50 pounds. Dexterity and hand/eye coordination are necessary to safely use a ladder and operate hand tools, power tools and equipment. Ability to move throughout the buildings and grounds areas, with time spent working indoors and outdoors in varying weather and temperature conditions is also required.



## BENEFITS

- Health, vision, and dental insurance. Participation in our offered employee benefit plans are effective the first of the month following date of hire.
- Life Insurance
- Long term disability insurance
- Participation in 401(K) Retirement Plan after two months of employment with a 2% match.
- 10 paid holidays per year
- 16 days of paid time off per year
- Free MCM membership with reciprocal benefits at thousands of other museums

## TO APPLY

Email cover letter and resume to [mcmjobs@madisonchildrensmuseum.org](mailto:mcmjobs@madisonchildrensmuseum.org). PDF file format only. For best consideration, apply by 06/30/2024. Applications will be accepted until the position is filled. Find this job posting and more information at [madisonchildrensmuseum.org/about/work-at-mcm/employment/](http://madisonchildrensmuseum.org/about/work-at-mcm/employment/)

## DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Madison Children's Museum is an Affirmative Action Plan/Equal Opportunity Employer and does not discriminate against any employee or applicant because of sex, age, race, color, religion, marital or student status, disability/handicap, national origin or ancestry, income level or source of income, arrest or conviction record less than honorable discharge, gender identity, physical appearance, sexual orientation, or political beliefs. Offers of employment are contingent upon the completion and approval of a background check.