

Madison Children's Museum
JOB DESCRIPTION

Position Title: Maintenance Technician 2	Division/Department: Exhibits & Facilities
Supervisor: Facilities & Contract Supervisor	FLSA Status: Non-exempt
Pay Grade: \$ 19 30-32 hours per week	Date Updated: August 1, 2022

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Performs high-level maintenance duties necessary to provide each visitor with a welcoming and rewarding experience.

ESSENTIAL JOB FUNCTIONS

1. Perform facility maintenance tasks (75%)

- Performs painting tasks that include but are not limited to painting walls, patching, and painting drywall
- Performs minor carpentry, electrical, and plumbing tasks. These tasks may include but are not limited to: identifying and repairing leaks, repairing and replacing faucets and fixtures, changing lighting and ballasts, repairing or replacing electrical components, repairing or replacing low-voltage security devices and batteries, installing office equipment and furniture, repairing exhibit displays or components, constructing and repairing walls, repairing wood furniture and paneling, maintaining doors and locksets.
- 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, fertilizing, replacing plants materials, removing compost from site, and removing snow and ice.
- Ensures the proper execution of opening and closing procedures, including building security.
- Communicates with co-workers by reporting on issues or activity during shifts.
- Works with Facilities & Contract Supervisor to ensure preventative maintenance of facility is being done.
- Maintain at times building automation systems.
- Maintain building HVAC systems, working with contractor.
- Help ensure safety polices are being followed and up to date.
- Drives museum van for material pick up and drop off.

2. Ensure the cleanliness of the Museum (10%)

- Performs scheduled daily, weekly, and occasional cleaning tasks following the museum's high 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.

- Communicates with co-workers by reporting on issues or activity during shifts.

3. Exhibit Duties (10%)

- Ensure exhibits are working correctly and safely. This will include days when exhibit staff are not available or need coverage.

4. Other duties as assigned (5%)

- Assists in setup or takedown of equipment for meetings or events.
- Interacts with all visitors in a friendly, professional manner by maintaining a neat personal appearance and delivering great customer service.
- Performs other duties as assigned.

JOB QUALIFICATIONS

Necessary Qualifications/Requirements

- Prior facility maintenance experience 3-5 years.
- Will need to be able to work and communicate with building contractors
- Early morning and weekend work will sometimes be required.
- Ability to relate well to people of all ages and backgrounds.
- Ability to work successfully as a team player.
- Ability to be self-motivated and to work independently.
- Basic use of hand and power tools.
- Broad understanding of HVAC systems
- Math skills sufficient to use a tape measure, calculate cleaning solutions.

Preferred Knowledge and Skills

- 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.

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.

Application Deadline: ~~August 21, 2022~~ August 28, 2022

Madison Children's Museum is a non-profit educational organization with a mission to connect children to themselves, their families, their communities, and the world through discovery learning and creative play. This national award-winning museum annually serves 200,000 people. MCM is an equal opportunity employer committed to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

MCM is a joyful, energetic place where our team of 60 staff, plus volunteers, with diverse life experiences, perspectives, skills, and personalities reflect the audiences of children and all ages we serve. Our core values reflect what we believe is in the best interest of children—always. We believe in: Play, Integrity, Creativity, Collaboration, Risk, Inclusiveness, Learning, and Sustainability. Play is the work of childhood and the joyful right of all children. As a Top 10 children's museum in the US, we take pride in attracting visitors from all neighborhoods in the area, as well as tourists from around the state and globe, and in providing them a safe and experientially enriched environment. We work closely with hundreds of partners locally and nationally to enrich our offerings, conduct research, provide an outlet for them to serve families and children, and together make our community a better place. We consider our prominent role in the community, and our daily behavior as an organization, to be an obligation and an opportunity to improve the lives of children.

For more information and to apply, please visit: <https://madisonchildrensmuseum.org/about/work-at-mcm/employment/>

MCMjobs@madisonchildrensmuseum.org

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.