

The Wagnalls Memorial

Job Description: Maintenance Technician
Department: Foundation
Supervisor: Executive Director
Status: Level II part-time, regular

Mission: The Maintenance Technician is key to the success of The Wagnalls Memorial. The Maintenance Technician is responsible for supporting Foundation and Library staff in fulfilling the primary mission of the Wagnalls Memorial as an educational, cultural and community center for Lithopolis, Bloom Township, and surrounding areas. This position reports directly to the Executive Director. In particular, the duties of the Maintenance Technician will include but not be limited to:

Duties:

1. Oversee the operations and maintenance of all mechanical, electrical, and plumbing (MEP) systems and coordinate maintenance and repairs with contractors and utility departments. Assist the Executive Director and the Wagnalls Memorial Board of Directors' Buildings and Grounds Committee to select contracts for preventative maintenance and service contracts.
2. Oversee interior and exterior building and grounds maintenance, performing minor repairs.
3. Ensure facilities comply with safety requirements. Meet with authorities having jurisdiction and perform or arrange for adaptations or repairs as needed to maintain compliance.
4. Maintain equipment for the facilities and grounds. Keep storage areas clean and organized.
5. Secure buildings after operating hours at times coordinating with other staff. Respond to fire and security alarms during and after hours.
6. Supervise and assist Buildings and Grounds Technician with grounds maintenance, larger custodial maintenance, and room preparations for events.
7. Supervise custodial staff and ensure appropriate levels of stock for custodial staff of paper products, soap, and cleaning supplies.
8. Additional duties as assigned.

Qualifications:

- General knowledge and skill with mechanical, electrical, and plumbing (MEP) systems
- General knowledge and skill with building maintenance and safety protocols
- Ability to work within established maintenance budgets
- Ability to multitask maintenance needs
- Able to use technology for monitoring equipment, researching and/or ordering parts and supplies, using email for communication with staff and vendors, monitoring facility calendars and scheduling tasks and appointments
- Possess a friendly, professional demeanor and relate well with a variety of audiences
- Able to work for extended periods standing or kneeling, climb and work from ladders, carry up to 50 pounds, work with power and hand tools appropriately, comfortable to work on flat or low-pitched roofs, able to push and pull loads on carts or dollies
- Able to work independently or with a team
- Capable of troubleshooting MEP and facility maintenance issues
- Able to pass a background check, including a criminal and driving record