

General Facilities Tech
Position Description

Department: Facilities	Reports to: Willard Coppedge		
Type: Full-time	FLSA: non-exempt	Date: September 1, 2021	Rev. Date:

Position Summary

The Wadsworth Atheneum Museum of Art seeks a General Facilities Tech to perform a wide variety of general and preventative maintenance and repair work. The General Facilities Tech will independently perform a broad spectrum of facilities and systems maintenance functions or may back up other team members on complex assignments.

Essential Duties:

(The statements below reflect the general details considered necessary to describe the primary responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job.)

- Oversee and run projects.
- Implement an aggressive preventative maintenance program.
- Maintain and operate mechanical, pneumatic, and electrical systems within the facility.
- Perform standard building maintenance functions, including but not limited to repairing pumps, motors, and various HVAC and electrical.
- Use of standard HVAC, mechanical, and electrical diagnostic tools.
- Self-starter, quick study, and able to work unsupervised.
- Move furniture, equipment, and supplies, either manually or by using hand trucks from time to time.
- Remove snow/ice from sidewalks, driveways, and parking areas using snow shovels, or snow melting chemicals.
- Set up, arrange, and remove decorations, tables, chairs, ladders, to prepare facilities for events such as exhibition openings, private events, and meetings.

Knowledge, Skills, And Abilities

- 2+ years of work experience in general building maintenance
- Knowledge of plumbing, carpentry, soldering pipe, welding, irrigation, and fire alarm systems.
- Ability to follow building blueprints and mechanical drawings.
- Working knowledge of Energy Management systems and equipment.

Requirements (Education, Experience, Licensure, Certification)

- Minimum three years' experience in the maintenance and repair of commercial air-conditioning, boilers, pneumatics, and control systems equipment.
- Must be able to repair sinks, toilets, and lighting
- Must know about BAS (Building Automation Systems).
- Must be physically able to do manual labor
- Effective communication skills to build strong working relationships with staff, guest and others.
- Must be able to work all shifts weekends, holidays, and snow days to keep the building operating.

- Trade school in HVAC, electrical, mechanical, or welding preferred

WORKING CONDITIONS

Environment: Climate controlled Art Museum with display galleries, art storage areas, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. There is some exposure to noise and dust, all types of weather and temperature conditions; exposure to mechanical and electrical hazards. Work and/or walk for long periods of time on various types of flooring surfaces including slippery or uneven surfaces. Work schedule is subject to 24-hour emergency callbacks and requires working varying hours, limited overtime, night time hours and weekends. Work environment is formal and informal, team-oriented, having routine and variable tasks with variable pace and pressure. Work is performed indoors in art display galleries as well as non-public offices and storage areas.

Physical: Primary functions require sufficient physical ability to work in an office and gallery setting and operate light equipment and tools. Working on ladders and lifts up to 22', frequent walking, standing, sitting, lifting of objects weighing up to 50 lbs. or more when lifting in pairs; Occasional bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools. Good balance is required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

DISCLAIMER:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Admin@TheWadsworth.org Please note "Preparator" in the subject line.

Please note "General Facilities Tech" in the subject line