

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Maintenance Technician

Reports To: Facilities Manager

Fair Labor Standard Act Status: Non-Exempt, Hourly

Department: Facilities Department

POSITION SUMMARY

The Maintenance Technician works in the Briscoe Western Art Museum's Facilities Department, with primary responsibility for performing the maintenance and custodial function for its one and one-quarter acre museum campus, comprised of a nearly 60,000 square-foot museum that features the renovated historic 1930 library building, the Jack Guenther Pavilion, McNutt Sculpture Garden and premiere River Walk frontage.

ESSENTIAL FUNCTIONS

- Assists in the maintenance and repair of physical plant equipment including: heating, ventilation and air conditioning systems; electrical; interior and exterior lighting; plumbing; landscape lighting; River Walk frontage; and water features.
- Performs and ensures safe operation of plant equipment by adhering to all operational, security, safety and regulatory requirements of the museum.
- Performs in a safe manner, routine maintenance and repair duties for physical plant systems not covered by outside vendors.
- Utilizes a number of computer software programs that control system performance and scheduling of HVAC and lighting systems.
- Interfaces with outside service vendors contracted to perform specific routine maintenance and repair projects and ensures that service vendors adhere to all operational, security, safety and regulatory requirements of the museum.
- Is responsible for the procurement and safe storage and use of assets for the department, including tools and miscellaneous equipment.
- Cleaning the museum galleries, public areas, administrative offices, and limited areas of River Entrance Plaza and McNutt Sculpture Garden.
- Assist on museum events with set up and clean up, setting up tables and chairs as requested by departments.
- Provide routine dusting, vacuuming, window cleaning, bathroom cleaning, and sweeping/mopping/waxing floors as needed.
- Assist in ordering supplies for cleaning tasks and monitoring condition of cleaning equipment and ensure work is performed safely and that equipment is properly maintained and stored.
- Ensure that the highest quality work is carried out in all aspects of the department's activities.
- Work as a member of a dynamic team that fosters interdepartmental communication and relationships
- Assist with other duties as required.

QUALIFICATIONS

- GED or High School Diploma.
- Hands-on experience in maintenance and custodial services.
- Ability to communicate with all levels of the organization and keep supervisor informed of all personnel issues and/or problems.
- Knowledge of cleaning supplies and quantities needed for project, as well as cleaning equipment.
- Access to transportation to work, which is located in downtown San Antonio.
- Ability to use a 2-way radio.
- Ability to lift up to 40 pounds unassisted.

WORKING CONDITIONS

Position requires physical mobility and stamina. Involves long periods of standing, walking, and/or sitting; frequent stooping and bending. Evening, weekend and holiday work may be required, but will be arranged in advance.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Maintenance Technician

Fax Number: (210) 299-4118

or

Email

Subject: Maintenance Technician

info@briscoemuseum.org