Job Title: Maintenance Technician I
Reports to: Facility Manager
FSLA: Non-Exempt - Full Time, Salary
Salary Range: $15 - $17 / hour DOE
Work Schedule: 8:30 am – 5:30 pm, Five Days per week including one weekend day

We are looking for a responsible maintenance technician to maintain and protect our facilities. The external and internal appearance of a building reflects on the museum. It is important for our maintenance staff to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a similar role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative.

Purpose of the Job: The Maintenance Technician position is within the Facilities Management Department of the Columbia River Maritime Museum and is supervised by the Facilities Manager. This is a full-time position, working 40 hours a week and is eligible for benefits.

Essential Job Functions:
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
- Sweep and mop floors and vacuum carpets.
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap).
- Cleaning of brass, glass, and other hard surfaces.
- Frequently wiping down and sanitizing frequently touched surfaces.
- Maintain outer premises by removing litter from parking lot & around building, cleaning entrances.
- Report major damages.
- Secure facilities after operating hours by locking doors, closing windows and setting the alarm.
- Undertake custodial and janitorial tasks (lifting heavy items, moving and/ or setting tables & chairs etc).
- Assisting with moving objects.
- Other duties as assigned.

Qualifications:
- Must be capable of lifting and moving objects up to 50 lbs. and assisting others as needed.
- Attitude – Must be able to represent the museum in public; appearance and conduct are important.
- Dependable – Consistency in the quality of the work done, being able to be at work on time and to do the work assigned.
- Must be trustworthy and responsible with the access given to the museum.
- Must be able to work within the structure of the museum’s operations and be able to work around children and adults in a public setting.
High school diploma or equivalent is preferred but not required.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist the organization in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The museum maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.