

Dep't./Division: Buildings and Grounds
Position Title: Facilities Technician
Primary Reporting Responsibility: Head of Buildings & Grounds
Status: Full-time/ Non-exempt
Schedule: Wednesday - Sunday

Overview: At the Buffalo Society of Natural Sciences, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: Under the supervision of the Head of Buildings & Grounds, the Facilities Technician, provides support in maintaining the day-to-day operation of the Buffalo Museum of Science and Tift Nature Preserve buildings, building systems, plumbing, fire control, electrical, roof and general building maintenance. This team member shares responsibility for monitoring the building heating, cooling and ventilation and rotates with other facilities staff to be on 24-hour call for emergency, weather related, and mechanical failures within the facility. In addition, the Facilities Technician maintains good order of appearance of all buildings, fences, vehicles, equipment, boilers, sewers, water lines, grounds etc. of the Society. This position is scheduled to work Wednesday to Sunday.

Facilities Technician Essential Functions:

- Provides support to the Head of Buildings & Grounds in the day-to-day running of the organization.
- Support in maintaining inventory of materials, supplies and equipment necessary to run the department.
- Assists in the maintenance of safety equipment and procedures as per OSHA published guidelines.
- Coordinate efforts with the School 59 Operating Engineer on items related to the school.
- Responsible for the maintenance of the grounds and responds to weather related circumstances including but not limited to mowing, plowing, snow removal, and parking lot maintenance at both Society sites.
- In the absence of the Head of Buildings & Grounds, this position assumes all duties of the manager.
- Other duties as assigned.

Maintenance Essential Functions:

- Complete assigned daily work orders, schedule projects and ensure assignments are carried out as planned.
- Perform room setups and tear downs and assist in the movement of furniture and equipment as required to prepare facilities for events such as exhibition openings, private events, meetings, facility rentals and education events.
- Make periodic or special inspections of the premise to determine any lighting issues and repair work necessary. Repair small items as necessary, and report any and all repair recommendations to Head of Buildings and Grounds for scheduled repair work.
- Completes all minor repairs and maintenance of physical buildings, doors, windows, railings, ceiling tile, etc.
- Replaces light bulbs and ballasts, defective electrical switches, outlets and other electrical fixtures of a minor scale.
- Paints interior of buildings as required.
- Performs minor plumbing repairs.
- Assists with the preventative maintenance of the Society vehicles, includes general repairs, tire changes, oil changes, inspection and registration records etc.
- Assists with preventative maintenance of Society HVAC system and respond to emergency alarms quickly.
- Ensure site cleanliness and optimum operational condition of the infrastructure. Including cleaning floors, gathering and emptying trash, servicing restrooms, refilling products, and sanitizing surfaces etc.
- Orders materials and supplies, and maintains inventory of supplies for routine repair and/or replacement.
- Maintains pest and poison control procedures/data.
- Maintains and ensures working condition of both the fire and security alarm systems, and safety equipment.
- Position is a "first responder" in case of fire and/or security alarm notices.
- Other duties as assigned.

Education, Experience & Skills Required:

- Minimum of AAS degree in Facility Operations or similar field
- Experience with HVAC
- Broad mechanical, electrical, plumbing and carpentry knowledge and experience.
- Good oral communication and interpersonal skills.
- Competency with MS Office, Word, Excel, and Outlook
- Good customer services skills; ability to meet with public and vendors
- Ability to communicate and build relationships with employees at all levels across the Museum

Physical Demand and or other minimum requirements:

- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.) as well as ability to lift and move items of various weights and sizes
- Position requires lifting of heavy objects, climbing stairs, walking long distances, etc.
- Work will be performed in a standing/ walking capacity 80% - 90% of the time. May be exposed to extreme cold and hot weather conditions
- Ability to bend, stoop, climb, push, pull, lift, climb ladders (approx. 40-50 lbs.)
- Operate the following equipment: drills, hand tools, reciprocating saws, mechanical lifts, forklift, meters, HVAC gauges, dollies, carts, ladders, shovels, cell phone, computer, etc.
- Reading printed material and computer screens regularly throughout the day
- Hearing and talking with people inside and outside the organization either in person or on the telephone routinely on a daily basis
- Moving around and between the Society's sites on a daily basis
- NYS Driver's license in good standing is required
- Must be able to work weekends and holidays as necessary.

The Museum's culture is one of collaboration, collegiality, and teamwork. Candidate must enjoy working with people and have a desire to produce products and experiences of the highest quality. This job description is not intended to be interpreted as a comprehensive inventory of all duties, qualifications and work conditions. There will be times when the duties of this position will be modified in order to provide the best possible experience for our guests.

Please send cover letter, resume, salary requirements and names of three references.

EOE