

BUFFALO SOCIETY OF NATURAL SCIENCE POSITION DESCRIPTION

Facilities Technician

Inspiring Curiosity Through Exploration

Valuing Nature's Wisdom

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 believe that science creates opportunities and shapes our work. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know 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 Tiff 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.

Priority Projects: With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

Facilities Technician Essential Functions:

- Provide 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.
- Assists in the maintenance and safety in weather related circumstances, including mowing, plowing, snow removal, and parking lot maintenance at BSNS sites.
- Responsible for the safety and maintenance of the outdoor walkways, steps, parking lots and grounds.
- Responsible for the safety and maintenance of hallways, steps, galleries, restrooms and work spaces.
- In the absence of the Head of Buildings & Grounds, this position assumes all duties of the manager.

Maintenance Essential Functions:

- Complete work orders, projects and tasks as assigned.

- Moves furniture and equipment as required to facilitate events (meetings, rentals, events, etc.).
- Periodic inspections of the premises and amenities to determine if repair work is necessary. Report all repair recommendations to Head of Buildings and Grounds.
- Repair and maintain building elements, doors, windows, railings, ceiling, walls, and floors.
- Replaces light bulbs and ballasts, defective electrical switches, outlets and other electrical fixtures.
- Prep and paints buildings surfaces and elements as required.
- Performs minor plumbing maintenance and repairs.
- Assists with vehicles preventative maintenance programs (i.e. inspection, registration, repairs).
- Assists with HVAC system preventative maintenance and response to alarms.
- Ensure site cleanliness and optimum operational condition of infrastructure, including cleaning floors, gathering and emptying trash, servicing restrooms, refilling products, and sanitizing surfaces.
- Orders materials and maintains inventory of supplies for routine repairs.
- Assists with pest control programs and related record keeping.

Education, Experience & Skills Required:

- AAS degree in Facility Operations or similar field, preferred, not required.
- Working knowledge and experience with carpentry, plumbing, mechanical and electrical systems.
- Experience with HVAC systems and maintenance.
- Competency with MS Office, Word, Excel, and Outlook.
- Works professionally with vendors.
- Effective verbal communication and interpersonal skills.
- Ability to communicate and build relationships with coworkers at all levels of the BSNS.

Physical Demand and or other minimum requirements:

- Able to lift and move items of various weights and sizes (approx. 50 lbs.).
- Position requires climbing stairs and walking long distances.
- Duties require standing and walking capacity approximately 80% of the time.
- Ability to bend, stoop, climb, push, pull, lift, climb ladders and use lift equipment.
- Operate the following equipment: drills, hand tools, reciprocating saws, mechanical lifts, forklift, meters, HVAC gauges, dollies, carts, ladders, shovels, cell phone, computer, etc.
- Some exposure to cold and hot weather conditions.
- Reading printed material and computer screens regularly (instructions, manuals, ingredients, etc.).
- Hearing and talking with people in person and on the telephone regularly.
- NYS Driver's license in good standing is required.
- Must be able to work weekends and holidays as necessary.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

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

EOE