



JOB DESCRIPTION

Position Title: Facilities Technician I
Department/Division: Facilities

Reports To: Director of Facilities
Status: Full-time/non-exempt

Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historied organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

Summary of Position:

Under the guidance and supervision of the Director of Facilities; this position is responsible for the timely, scheduled or as needed, general cleaning duties of all properties operated by the Society. Job duties pertain to public and non-public spaces. This position works closely with all other departments to provide appropriate setups for programs, meetings, special events, building rentals and other functions at the Society. All job duties are performed in accordance with standard safety principles and practices. The Society's culture is one of collaboration, collegiality, and teamwork. The Custodian must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity.

Essential Responsibilities:

- Provide support to the Buildings & Grounds department in the day-to-day running of the organization.
- Support in maintaining an inventory of materials, supplies, and equipment necessary to run the department.
- Assist in the maintenance of safety equipment and procedures as per OSHA published guidelines.
- Assist 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.
- Complete assigned work orders, projects, and assignments as planned.
- Move furniture and equipment as required to facilitate events (i.e. meetings, rentals, education events, etc.).
- Periodic inspections of the premises and amenities to determine if repair work is necessary. Report all repair recommendations to the museum ticketing system.
- Repair and maintain building elements, doors, windows, railings, ceiling, walls, and floors.
- Replace light bulbs and ballasts, defective electrical switches, outlets, and other electrical fixtures.

- Prepare and paint building surfaces and elements as required.
- Perform minor plumbing maintenance and repairs.
- Assist with vehicles' preventative maintenance programs (i.e. inspection, registration, repairs, etc.).
- Assist 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.
- Order materials and maintain inventory of supplies for routine repairs.
- Assist with pest control programs and related record keeping.
- Maintain at all times a friendly and outgoing disposition.
- Perform other duties as assigned by the Head of Buildings & Grounds.

Education, Experience, Skills, and Qualities Required:

- Minimum High School Diploma or equivalent.
- 1-year experience as a custodian, janitor or building technician.
- Working knowledge and experience with carpentry, plumbing, and mechanical and electrical systems.
- Experience with HVAC systems and maintenance.
- Impeccable integrity, especially when working in sensitive areas of the museum.
- Display a composed professional attitude, especially when working in the public eye and with vendors.
- Interact with patrons and public in respectful, professional manner.
- Effective verbal communication and interpersonal skills.
- Competency with MS Office, Word, Excel, and Outlook.
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality, as well as to sincerely enjoy work and colleagues.
- Successful candidate will be subject to a criminal background check.

Physical Demands:

- Must be physically fit and able bodied.
- Sitting/Standing/Walking: must be able to walk and move tools and supplies around the museum or grounds.
- Standing/Kneeling/Moving around the work area is required in performing technician duties.
- Lifting/Carrying/Pushing/Pulling: The ability to lift and carry minimum of 50 pounds is necessary for moving equipment, tools and equipment/supplies.
- Stooping/Kneeling: The ability to stoop and kneel is necessary to perform many technician duties.
- Position requires climbing stairs and ladders, walking long distances, standing for extended periods of time.
- Reading and understanding printed materials and schedules
- Hearing and speaking with people in person and on a telephone / two-way radio routinely on a daily basis
- Moving around and between the Society's sites.
- NYS Driver's License is required.
- Must be able to work flexible hours, including weekends, holidays, and evenings as necessary.

To Apply:

The hourly rate for this position is \$18.00 per hour (37.5 hours per week). Interested candidates should send cover letter and resume to apowrie@sciencebuff.org.

Full-time employees enjoy a generous benefits package, including accrual of 14 paid time off (PTO) days for those with under two years of service, 8 paid holidays, and 5 additional floating holidays. The Buffalo Society of Natural Sciences is also pleased to offer life insurance, heavily employer-supported health care insurance, vision and dental coverage, and a 401(k) plan with a matching contribution. Additional perks include a free museum membership and a 50% discount on programs.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.