

**MUSEUM DEPARTMENT  
JOB DESCRIPTION**

**MUSEUM FACILITIES TECHNICIAN**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

The Museum Facilities Technician is responsible for assisting in maintaining the buildings, grounds, and facility equipment at the historic Mining & Rollo Jamison Museums campus. Adheres to safety and preventative maintenance systems and processes in support of the Museums.

**EXAMPLES OF WORK PERFORMED:**

**Section 1. Specific Activities**

- 1.1 Routinely surveys the buildings and grounds to identify and perform day-to-day maintenance of facilities and preventative maintenance/repair.
- 1.2 Assists with maintaining grounds: removes weeds; plants lawns, shrubs, and flowers as needed. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the grounds.
- 1.3 Removes snow and ice from sidewalks.
- 1.4 Assists seasonally with maintaining the amusement train and track.
- 1.5 Assists with moving artifacts.
- 1.6 Replaces light bulbs.
- 1.7 Uses a variety of hand and power tools to perform work within maintenance trades including carpentry/painting, electrical, plumbing, and mechanical repair.
- 1.8 Assists with the installation, operation, and/or general maintenance of all equipment and components that support the buildings and grounds.
- 1.9 Troubleshoots problems in the event of mechanical failure of equipment and recommends parts needed for the effective repair or replacement.
- 1.10 Receives, schedules, and responds to maintenance requests from Museums staff.
- 1.11 Assists with emergency and unscheduled repairs site-wide as needed or directed.

- 1.12 Works on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems and making recommendations.
- 1.13 Reads and interprets equipment manuals to perform required maintenance and service and understands standard operating procedures (SOPs) to perform duties.

Section 2. Peripheral Activities

- 2.1 Hauls garbage, recycling, rock, and other materials as needed.
- 2.2 Performs other duties as assigned or as needed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Familiar with building and landscape maintenance methodology and practice. Solves practical problems; variety of variables with limited standardization; interpret instructions. Add, subtract, multiply, and divide whole numbers.

Skill in the operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing; read safety and warning notices and written directions on equipment. Ability to communicate effectively, verbally or in writing with suppliers/vendors when picking up supplies; general public for inquiries. Employee will be familiar with details of job to do it reasonably well within 2 weeks.

**TOOLS AND EQUIPMENT USED:**

Lawn mower, weed trimmer, snowblower, hand cart, hand tools, electric and gas power tools.

**CONFIDENTIAL DATA:**

None.

**ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly hears. Employee frequently stands; walks; reaches; grasps; holds; uses eye-hand coordination; works alone. Employee occasionally sits; drives a motor vehicle; smells, talks; uses the telephone, has contact with public; stoops, kneels, crouches, or crawls; climbs stairs; climbs ladders; works at heights up to 50 feet.

Employee must be able to constantly lift up to 10 pounds; frequently lift up to 25 pounds; occasionally lift over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus.

**ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Certificate of completion at a two-year technical trade school or high school diploma with experience in maintenance trades.
2. Ability to perform semi-skilled labor in trades such as carpentry, masonry, painting, etc., with little or no supervision.
3. Ability to use basic and precision hand tools and utilize precision measuring instruments.
4. Ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence as appropriate for the needs of the audience.
5. Ability to understand and follow departmental policies and procedures.
6. Demonstrated flexibility and ability to work effectively individually or as a team member in a fast-paced environment with shifting priorities and unexpected events or delays.
7. Ability to work a flexible part-time schedule Monday through Friday, with occasional evenings and weekends.
8. Valid Wisconsin driver's license.

**STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. While performing the duties of this job, employee is frequently exposed to dirt when moving artifacts, landscaping, working in the mine. Employee is occasionally exposed to dampness when in the mine; vibration from power drill; chemicals including herbicides, painting solvents, cleaners, acids; electric shock when doing electrical work.

Employee is seasonally exposed to vibration from lawn mower; temperature extremes when doing outside work in summer and winter. Employee is infrequently exposed to equipment movement during construction.

**POSITION ACCOUNTABILITY:**

REPORTS TO: Museum Director.

SUPERVISION EXERCISED: None.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council:

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