CMOM Job Description

POSITION: Facilities Technician
CLASSIFICATION: Full-time
EXEMPT STATUS: Nonexempt
REPORTS TO: Director of Building Operations
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM
The Children’s Museum of Manhattan is dedicated to inspiring children and families to learn about themselves and our culturally diverse world through a unique environment of interactive exhibitions and programs. These experiences include classes, workshops, performances, and festivals. Our programs support children as they grow and develop socially, emotionally, physically, and academically. We also strive to support caregivers in fostering that growth and development at home and at school. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

ABOUT THE POSITION
The Facilities Technician will assist the Director of Building Operations in the general upkeep, improvement, and preventative maintenance of the facilities (212 83rd Street & 361 CPW). This position will conduct daily walkthroughs to identify any potential hazards to provide the correct preventative action needed.

RESPONSIBILITIES
- Maintains, operates, and assists in the repair of all HVAC systems and associated equipment, electrical distribution equipment, plumbing systems, facility interior/exterior repair, and related grounds as it pertains to assigned buildings
- Conducts physical inspections of the facility grounds, premises, hallways, common areas, restrooms, etc. and informs the Director of Building Operations of anything hazardous or in need of repair
- Maintains the facilities and premises as assigned including painting,patching,basic kitchen appliance repair, furniture, walls, ceiling tiles, carpeting, floor tiles, etc.
- Responsible for removing snow from sidewalks, driveways, and parking areas using equipment provided and spreading snow melting chemicals for both locations
- Opens and closes the building as scheduled
- On call to respond to maintenance requests
- Serves as Fire Warden for 83rd Street building on weekends and as needed

QUALIFICATIONS
- Must be able to work weekends and holidays
- High school education or equivalent
- 5-10 years of working experience in facilities maintenance
- Basic understanding of electrical, plumbing, and carpentry
- Experience using hand and electrical tools
- Repair and maintenance skills (changing light fixtures, painting, flooring repair, small building repairs, heating and air conditioning system)
- Fire warden training preferred
- Knowledge of workplace safety, OSHA training preferred
- Building superintendent experience a plus
- Superb problem solving skills and attention to detail
PHYSICAL REQUIREMENTS

- Ability to push / lift 75 pounds
- Ability to climb, bend, sit, kneel, walk, or crouch as the job may require
- Ability to work in extreme temperatures
- Ability to work in high noise levels requiring hearing protection
- Ability to work around lubricants, solvents, batteries, cleaning fluids, paints