

GENERAL INFORMATION

Title: Maintenance Technician

Classification: Nonexempt

Reports to: Building maintenance Supervisor

JOB DESCRIPTION

Summary/Objective

The Maintenance Technician's position is the key to insuring all facilities systems work properly to minimize any negative impact on the daily operation.

Supervisory Responsibility

This position does not directly supervise, but as a senior level maintenance it will be responsible for guiding lower tiered maintenance staff on daily assignments to ensure a high level of work performance.

Essential Functions

The Maintenance Technician is responsible for the preventative maintenance, repair and complete up keep of all facility systems.

Competency or position requirements

- Electrical: Performs basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; reports unsafe electrical conditions.
- Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; repairs and maintains hot water heaters and other appliances.
- Boilers and HVAC: Performs scheduled preventive maintenance on building mechanical equipment and systems; inspect belts, check fluid levels, replace filters, etc.
- Carpentry: Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences and shelves.
- Plaster/Painting: Assists with the renovation/remodeling of buildings; repairs plaster and drywall; prepares various surfaces for paint, enamel, lacquer, varnish, or stain.
- Operates power equipment including power washer, buffing machine, carpet cleaning machine, drills, saber saws, circular saws, generators, small sump pumps, stake driver, etc. according to established procedures and in a manner that ensures the safety of persons and objects.
- Performs minor troubleshooting and recommends course of action.
- Responds to emergency maintenance requests during and after hours for the purpose of resolving immediate safety concerns.
- Maintains work area and equipment in a clean & orderly condition.

Work Environment/Physical Demands

This position can expect to spend much of their time outside working in the elements and mechanical rooms. Must also have the ability to climb ladders, lift and move 25-50 lbs. frequently and 50-100 lbs. occasionally. This list is not all inclusive.

Position Type/Expected Hours of Work

This is a full-time position, work schedule may include weekends and holidays and occasional working on evenings as needed. Emergency response 24/7.

Travel

Travel is minimally required to pick up supplies at vendors.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Required: One (1) year of skilled experience in carpentry, painting, electrical, plumbing, plastering, building maintenance or refrigeration/air-conditioning maintenance is required.

Preferred: A working knowledge of historic buildings and their mechanical systems; maintenance and repair methods; tools and materials.

Certifications Required

Must possess a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or must obtain a Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

Sandra D. Williams

Human Resources Director, Vizcaya Museum & Gardens at:

HRVizcaya@vizcaya.org

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