

## **GENERAL INFORMATION**

**Title:** Maintenance Technician

**Classification:** Nonexempt

**Salary:** \$15.00 hourly minimum

**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](mailto:HRVizcaya@vizcaya.org)

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