

Flint Cultural Center Corporation
601 E. Second St
Flint MI 48503

Job Title: Facilities Technician 2
Location: Sloan Museum /Longway Planetarium
Reports To: Building Project & Exhibits Manager
FLSA Status: Non - Exempt – Hourly (starting pay range based on experience \$17-\$18/hr)

GENERAL DESCRIPTION

This position provides support to the Building Project and Exhibits Manager. This will include scheduled daily walk throughs of Sloan Longway facilities and the issuance and recording of card access fobs, keys, and security codes. Assures ongoing preventive maintenance and repair work on facility mechanical, electrical, and other installed systems throughout Sloan and Longway is being completed in an appropriate matter by FCCC and other providers. Perform preventive maintenance not covered by contracts and assist in repairs of various departmental equipment as needed. Supports Exhibit Coordinator with the installation and deinstallation of rental exhibits, repair of in-house exhibit components and exhibit department equipment.

RESPONSIBILITIES

- Assists in maintaining fobs, alarm codes, and keys for all staff; keep keys and cores organized.
- Assists in making sure all HVAC systems and associated equipment, electrical equipment, plumbing systems, building management system, and building repairs are operating correctly; assist in monitoring and supervising HVAC preventive maintenance contracts.
- In conjunction with the Building Project & Exhibits Manager, develop a facility inspection and report document and implement use on scheduled basis
- Responds to emergencies/alerts; and is a part of the Emergency Response Team.
- Prepare and submit summary reports of conditions in buildings and recommend actions to be taken; develop and maintain spreadsheets necessary to complete these reports.
- Assists in maintaining compliance with City, County, and State ordinances and codes.
- Maintain compliance with all safety procedures and requirements throughout Sloan*Longway; This includes making sure all departments are maintaining safety standards.
- Support any afterhours building needs and activities as required.
- Attend training sessions and seminars as needed.
- Interfaces with FCCC Operations and Custodial departments.
- Completes basic repairs of equipment that is not managed or under contract by another company or FCCC such as the laser cutter and other departmental equipment

**Job
Description and
Qualifications:**

QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE

Required:

- Ability to work in a team environment and follow written and verbal instructions.
- Knowledgeable in the proper use of hand tools, small electrical tools, and shop/stationary tools.
- Ability to climb ladders and lift/carry 50 pounds.
- Must be comfortable working both indoors and outdoors.
- Must have basic plumbing, electrical and construction skills.
- Strong organizational skills required.
- Must have ability to work within budgetary constraints.
- Must possess basic computer skills: Microsoft Office 365, Word, Excel, Microsoft Teams
- High School Diploma or equivalent; valid driver's license
- 2 or more years of Exhibit or Construction experience

Preferred:

- Ability to operate a scissor lift/forklift or ability to be trained.
- Advanced computer skills, specifically Excel
- Experience installing/deinstalling museum exhibits
- Electrical experience
- Fine carpentry skills

Send Resume To: hr@fcccorp.org

Date Posted: 6/27/22 **Posting will remain active until filled.**

The Flint Cultural Center Corporation is an Equal Opportunity Employer