



Job Posting February 6, 2019

Facilities & Maintenance Technician

The Glen Echo Park Partnership for Arts and Culture seeks a Facilities & Maintenance Technician. This position is responsible for assisting with the facilities maintenance duties for the entire site. Glen Echo Park encompasses 15 buildings occupying 83,000 square feet, including the Dentzel Carousel, Spanish Ballroom and other historic and new buildings utilized primarily by resident arts groups.

Reports to: Facilities & Maintenance Supervisor and Site Operations Manager

Duties and Responsibilities:

70% Facilities and Property Maintenance

- Perform handyman/maintenance tasks, including but not limited to: painting, minor and preventative maintenance, minor plumbing, carpentry (including repairs to the dance floors), minor electrical and other facility maintenance tasks.
- Perform daily, weekly and monthly site inspections using the Yardi facilities management system.
- Coordinate with Montgomery County facilities department in response to site maintenance needs.
- Perform work orders as assigned through the Yardi facilities management system.
- Respond to tenant inquiries/needs as directed.
- Escort outside inspection and repair contractors at the direction of the Facilities & Maintenance Supervisor and Site Operations Manager.
- Track and maintain levels of maintenance supplies, furnishings, tools and other building equipment. Assist in procuring additional supplies as needed.
- Supplement work of contractors by blowing leaves, clearing snow, spreading salt, and pulling trash/picking up litter as needed.
- Assist in response to building emergencies on-site (including after hours and weekends) and coordinate with Site Operations Manager and Facilities & Maintenance Supervisor regarding all building-related emergencies.

10% Site Operations

- Monitor level of heating oil for boilers.
- Read electrical meters monthly throughout the Park.

10% Carousel Operations

- Assist Carousel Operator with maintenance as needed.
- Serve as Carousel Operator when needed and maintain training and credentials for this task.

10% Other

- Assist in preparation for events and gallery exhibitions. Duties include: hanging roadside banners; moving tables, chairs, and other equipment; and preparing equipment to be used.
- Work during parkwide festivals by assisting with set up and break down and managing parking lot attendants.
- Assist with volunteers on facility maintenance and upkeep (Volunteer Work Days).
- Other duties as assigned.

Hours:

Regular hours for this position are Tuesday through Saturday, 8 am – 4:30 pm, with Sunday and Monday as scheduled days off. This position will be required to respond to after-hours emergency calls that may require coming to the site.

Compensation:

Full-time, non-exempt. Salary range is \$37,000 - \$42,000, and commensurate with experience. Competitive benefits include paid sick, vacation and holidays, long-term disability, health insurance and 401k.

Candidate Requirements:

- Minimum 3 years of well-rounded facility maintenance experience.
- Proven hands-on knowledge of or training in facility maintenance and operations, including: HVAC systems, security alarms, fire/life safety equipment, plumbing, electrical and roofs/drainage.
- Minimum high school diploma or GED required. Technical, vocational or on-the-job training in electrical, plumbing or HVAC preferred.
- Basic computer skills including email, internet and Microsoft Office. Familiarity with operating an iPad or tablet.
- Familiarity of the Yardi facilities maintenance system, or similar electronic work order/maintenance software.
- Strong time management skills; the ability to effectively work and troubleshoot issues independently.
- Deadline and detail oriented.
- Be able to understand mechanical and electrical schematics, construction drawings, and manuals.
- Effective oral and written communication skills and good customer service skills.
- Experience working in historic buildings or with tenants a plus.

Physical and Other Requirements:

- Ability and working knowledge to use and maintain basic hand and power tools.
- Ability to lift and move up to 50 pounds and perform other physically demanding activities.
- Ability to climb ladders up to 30 feet tall and work from heights.
- Must be able to speak, read and write English.
- Must be able to walk or stand on your feet up to 90% of the day while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated. Many of the buildings have stairs.
- Must have current, valid driver's license with a good driving record. May be asked to operate Partnership-owned vehicle(s).
- Must own a car and be willing to use it for work-related errands during the course of a work day.
- Applicant should be located in the DC metropolitan area and eligible to work in the United States.

To Apply:

Please complete the application form below. Send the application form and a copy of your resume to: geppjobs@yahoo.com with "Facilities & Maintenance Technician" in the subject line. By mail, send to: GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812. EOE. No phone calls please. Applicant may be asked to demonstrate technical skills and knowledge during the interview process. Employment is contingent on a criminal background check.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.



Employment Application – Facilities & Maintenance Technician

BASIC INFORMATION

First & Last Name	
Home Phone Number	
Cell Phone Number	
Email Address	
Street Address	

EMPLOYMENT ELIGIBILITY

Highest education level completed (circle one)	High School Diploma/GED College 1 2 3 4 years Technical/Trade school 1 2 years
Do you agree to have a criminal background check if offered the position?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please explain why:
Have you ever been dismissed or forced to resign from a place of employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain why:
Are you able to be on your feet for up to 90% of the day?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please explain why:
Are you able to lift up to 50 pounds and climb ladders up to 30 feet tall?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please explain why:

Are you able to work in a campus environment, with exterior and interior work?	<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please explain why:
Do you have any professional licenses or certificates applicable to this job?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please list below:

WORK EXPERIENCE

Please check the level that best describes your proficiency for the following skills or knowledge.

	None	Poor	Average	Good	Excellent
HVAC, boilers and chillers					
Plumbing					
Electrical					
Handyman/carpentry skills					
Painting					
Basic tools					
Basic power tools					
Computer skills: - Email - Internet research - Microsoft Office suite					

REFERENCES

Please list THREE (3) references that are familiar with and can speak to your skills and abilities.

Name	Job Title and Company	Phone	Email	Relationship

Submit this application and resume to:
gepjobs@yahoo.com with “Facilities & Maintenance Technician” in the subject line, or
mail to 7300 MacArthur Blvd, Glen Echo, MD 20812