



# GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

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 adjacent to Bethesda and the Town of Glen Echo. The 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 Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership for Arts and Culture seeks a Facilities & Maintenance Technician who is responsible for assisting with the facilities and grounds maintenance duties for the entire site. Glen Echo Park encompasses 15 buildings over 9 acres occupying 83,000 square feet, including the Dentzel Carousel, Spanish Ballroom and other historic and new buildings utilized primarily by resident arts groups.

Job Title	Job Posting Date	Closing Date
Facilities & Maintenance Technician	Oct 17, 2024	Nov 15, 2024
Department	Reports to (Position)	
Maintenance	Facilities & Maintenance Supervisor	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Regular ▾	Part-time ▾ 20-30 hrs/wk	Non-Exempt ▾	Hourly ▾	\$21.00 - \$26.00 / hr

## Work Schedule and Hours

- This is a regular, part-time position for 20 - 30 hours per week as scheduled.
- This department provides coverage seven days a week, generally from 8 am - 5:30 pm.
- Shifts will be 4 - 8 hours long, and will vary based on site needs, scheduled events/programs, and availability.
- At least one weekend day will be required per week.
- Scheduled shifts will be confirmed on a monthly basis, with some potential last minute changes based on site and program needs.
- This is an Essential Tier 1 position and is expected to physically report to work as scheduled as safety and site conditions allow during site closures.

## Benefits

- Sick and Safe leave
- 401K available after 12 months (up to 5% of salary matched, no vesting)

## Duties & Responsibilities:

### Facilities and Grounds 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.
- Coordinate with Montgomery County facilities department in response to site maintenance needs.
- Perform work orders as assigned.
- Respond to tenant inquiries/needs as directed.
- Escort outside inspection and repair contractors at the direction of the Facilities & Maintenance

Supervisor, Operations Assistant Manager and/or Chief Operating Officer.

- Track and maintain levels of maintenance supplies, furnishings, tools and other building equipment. Assist in procuring additional supplies as needed.
- Ensure the site is clean and presentable by collecting trash from outdoor receptacles and picking up ground litter, then transporting for disposal.
- Supplement the work of landscaping contractor with additional weeding, mulching, pruning or watering as needed
- Keep pathways clear of leaves and other debris
- Powerwash the exteriors of buildings and structures and supplement janitorial services with high dusting or additional cleaning.
- Supplement work of snow contractors by clearing snow and spreading salt.
- Assist the Chief Operating Officer and Facilities & Maintenance Supervisor in response to building emergencies on-site .

### **Site Operations**

- Monitor the level of heating oil for boilers and request delivery as needed.
- Read electrical meters monthly throughout the Park.

### **Carousel Operations**

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

### **Other**

- Assist in preparation for events and gallery exhibitions. Duties include: hanging roadside banners; moving tables, chairs, pedestals, 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 in the load-in of vendors for events.
- Assist with volunteers on facility maintenance and upkeep (Volunteer Work Days).
- Performs other related duties as assigned.

Follows standard industry safety practices in all duties.

### **Supervisory Responsibilities**

- None

### **Required Skills & Abilities**

- 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.
- Working knowledge and experience using and maintaining basic hand and power tools.
- Basic computer skills including email and internet. Familiarity with operating an iPad or tablet and knowledge or willingness to learn electronic work order system
- Ability to effectively work and troubleshoot issues independently.
- Self-motivated with time-management and observational skills
- Able to read and understand mechanical and electrical schematics, construction drawings, and manuals.
- Effective oral and written communication skills within a team setting, and good customer service skills.
- Must be fluent in English with the ability to provide oral updates and write basic reports and work order updates regarding work performed
- Must be able to work on weekends.
- Willingness to use personal cell phone for communications and work orders.

### **Education and experience**

- Minimum high school diploma or GED required.
- Technical, vocational or on-the-job training in electrical, plumbing or HVAC preferred.

- Minimum 3 years of well-rounded facility maintenance experience.
- Experience working in historic buildings or with tenants/clients preferred.
- Must have a current, valid driver's license with a good driving record.

#### Physical and Other Requirements:

- This is a physically demanding job and staff must be physically able to complete all duties
- Physical ability to use basic hand and power tools.
- Ability to lift and move up to 50 pounds, often throughout the campus setting and between buildings, and perform other physically demanding activities.
- Ability to climb ladders up to 30 feet tall and work from heights.
- 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 be able to work in all weather conditions (heat, rain, cold, etc.).
- Must be able to frequently bend, stoop, twist, climb, crouch/squat, kneel/crawl.

#### To Apply

#### [Click to Apply](#)

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal background check

#### Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email [jobs@glenechopark.org](mailto:jobs@glenechopark.org). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.