



Toledo Museum of Art

Job Description

Job Title: Maintenance Mechanic Assistant

Department: Facilities

Reports to: Facilities Manager

FLSA Status: Non-Exempt

Employment Status: Full time

Since our founding in 1901, the Toledo Museum of Art (TMA) has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever growing collection and demand for art education, the Museum campus has grown exponentially since its founding. From its humble first exhibition space in two rented rooms, the Museum has grown to cover approximately 36 acres with six buildings.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year. We are closed on Mondays and major holidays.

SUMMARY

Performs routine, preventative, and emergency maintenance throughout the facility and support facilities team

KEY ACCOUNTABILITIES

The Maintenance Mechanic Assistant performs the following essential duties. Other duties may be assigned as needs arise.

- Replaces burned out light bulbs to include overhead, fluorescent and exterior lights when necessary or as requested;
- Assist in maintaining facility grounds to ensure the safety and security of visitors and employees, as well as to ensure an aesthetically pleasing and welcoming environment;
- Performs scheduled and unscheduled maintenance repairs as directed by Facilities Manager and ensures that all work assignments are completed in accordance with work orders.
- Promptly reports equipment breakdowns, malfunctions, all unsafe or hazardous conditions, defective equipment, etc., to the Facilities Manager by voicemail, long-range pager, and/or radio equipment;
- Ensures maintenance supplies have been replenished in work areas, as necessary or after each usage. Keeps all maintenance storage areas, boiler rooms, maintenance office, mechanical rooms and work areas free of hazardous conditions, ensuring that all safety rules and regulations are followed at all time. Ensures that work areas are clean, equipment is cleaned

after each use, and all tools and supplies are properly stored before leaving work areas on break and at end of

- Record maintenance information as necessary on PC; run reports as required.
- Perform other assigned duties as required to maintain the safety , comfort and well-being of Museum staff, visitors, and collection.
- Support the guiding Principles of the Museum in all activities. Model behavior described in the Museum Values statement.
- As a public benefit corporation, the Museum requires every staff member to act as a visitor advocate at all times. This includes acknowledging visitors and striving to make them feel welcome, comfortable, and eager to return.

RELATIONSHIPS

- In absence of Facilities Manager may receive work direction from Maintenance Supervisor.
- Works closely with other members of Facilities team, Protective Services, Conservation and IT.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- Must be self-motivated with ability to work alone and with others without direct supervision.
- Knowledge and ability to use test equipment, power tools, and hand tools as required.
- Basic computer literacy to access and operate building automation system; use PC to record maintenance information as necessary and run reports as required.
- Must have valid driver's license with driving record meeting Museum insurability requirements.
- Attention to Detail – must be highly detail oriented and not only possess exceptional written and verbal communication skills but be relentless in pursuing accuracy, proactive in anticipating requirements and able to work efficiently with minimal direction in a high pressure environment.
- Initiating Action- Taking prompt action to accomplish objectives,, taking action to achieve goals beyond what is required; being proactive
- Decision Making- Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action
- Safety Awareness- Identifying and correction conditions that affect employee safety; upholding safety standards.
- Ability to read, analyze and interpret technical instructions and manuals.
- Ability to communicate technical details clearly and accurately to co-workers
- Ability to apply knowledge of basic physics and to work with fundamentals of algebra and geometry.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Experience working with the public in face to face customer service
- Minimum of four years of diversified mechanical and/or electrical maintenance experience in an institutional facility or large office building.

- Preference given to those with related Associates Degree, Bachelors Degree to position

WORK ENVIRONMENT

Position requires the ability to bend, reach, climb (ladders), lift and carry heavy loads (80 lbs), move heavier objects and work in tight spaces. Must be able to remain on feet for extended periods of time and work in extremes of heat and cold. Some duties will involve working in wet or humid conditions and near moving mechanical parts. May occasionally be exposed to fumes or airborne particles, work with toxic or caustic chemicals, be exposed

The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.