



## Toledo Museum of Art Job Description

**Job Title:** Maintenance Mechanic  
**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 HVAC, electrical and all general building maintenance operations and advanced maintenance as necessary in field of specialization.

### **KEY ACCOUNTABILITIES**

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

- Adjust, lubricate and maintain HVAC systems: install and align multiple V-belt drives; service fluid-handling pumps of various manufacture, including variable speed pumps and motors; install, test and calibrate pneumatic and electronic thermostats, receiver controllers, etc.; clean air and water-cooled condenser coils; perform daily water quality testing on boiler, cooling tower and closed loop systems and make adjustments as deemed necessary.
- Perform electrical repairs: install light fixtures; replace ballasts, lamp sockets, switches; replace motors and motor controls up to and including 480 volts; install conduit; pull wire and terminate properly; troubleshoot and repair alarm/CCTV systems;
- Diagnose and repair kitchen equipment including ice makers.
- Perform basic carpentry-related projects.
- Service panic bar hardware and door closures. May repair locks, strikes and actuators.
- Perform plumbing repairs: install faucets and valves; install new pipe, valves and fittings as necessary; unclog drains; correct toilet-flushing problems.
- Perform painting duties as required (e.g., restricted areas such as the mechanical rooms).
- Access and operate Building Automation System.

- 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, 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.
- 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.
- 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.

#### **EDUCATION AND EXPERIENCE**

- Associate’s degree or equivalent in HVAC, Electrical, Electronics, Plumbing or Building Maintenance with demonstrable knowledge of other areas sufficient to perform all duties listed above.
- Minimum of four years of diversified mechanical and/or electrical maintenance experience in an institutional facility or large office building.
- Journeyman certificate preferred.

#### **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.*