

**The Beck Center for the Arts  
Job Description**

**POSITION (TITLE):**        **PART-TIME Maintenance, Safety Technician**

**REPORTS TO:**            **Facilities Supervisor**

**GENERAL DESCRIPTION:**        **Part time 20-30 hr/wk, hourly, non-exempt**

**POSITION SUMMARY:** the Maintenance, Safety Technician is responsible under the direction of the Facilities Supervisor for housekeeping, maintenance, and security of all of the physical properties and grounds owned by the Beck Center for the Arts. This includes performing various types of repairs and maintenance, general housekeeping and implementation of loss prevention and safety procedures. The Maintenance, Safety Technician often serves as a front-line interface with patrons and students, responding to emergency situations and providing a safe and physically comfortable environment for Beck Center programs and activities.

**RESPONSIBILITIES:**

1. Perform housekeeping of all three buildings, including maintenance of floors and carpet care, and quick/efficient cleaning in between theatrical productions and other activities.
2. Set-up and restore of areas used for programs and activities, including turning on and off necessary lights, opening and locking all required doors, placement of tables/chairs/equipment as needed.
3. Monitor interior and exterior areas of the Center and report to the Facilities Supervisor any worn, damaged, and unsafe conditions, responding promptly and proactively to any routine needs.
4. Maintain the grounds as needed, including snow removal and landscaping.
5. Monitor all areas of the Center for debris and unsightly conditions. Perform various types of repairs and maintenance including HVAC, plumbing, carpentry, electrical, painting, plastering and roofing as directed by the Facilities Supervisor.
6. Perform general maintenance of all heating and cooling systems.
7. Monitor the safety systems of the Center and enforce all safety procedures and policies
8. Maintain supply and storage areas in a neat and orderly condition.
9. Assist visitors/patrons to the Center with a professional attitude.
10. Maintain flexible schedule as required by activity in the Center, including days, evenings, weekends, and overtime.

**QUALIFICATIONS:**

1. Vocational, trade school, maintenance and/or housekeeping experience required.
2. Familiarity with all aspects of housekeeping and maintenance, including floor care, carpentry, plumbing, electrical and HVAC preferred.
3. Ability to physically handle all aspects of the job including climbing steps, work on ladders and carry up to 50 pounds.
4. Self-motivated; ability to work independently and proactively
5. Good verbal and written communication skills.

07/21/2010