

Job Announcement

Facilities Technician

Position Summary

The Facilities Technician performs routine maintenance, inspections, and repairs under the supervision of the Lead Engineer, who assigns priorities and provides technical direction. The Facilities Technician reports all anomalies promptly, performs tasks in accordance with established museum procedures, and documents work in the maintenance management system.

The normal schedule for this position is Tuesday through Saturday, 8:30 a.m. to 4:30 p.m. This position requires occasional responsibilities outside normally-scheduled working hours and the ability to immediately respond to emergencies 24 hours a day. A smartphone is provided by the Museum

This position has no direct reports.

Responsibilities

Functions may include, but are not limited to:

Mechanical, Electrical, and Plumbing Systems Operation and Maintenance

- Monitor system performance, coordinating with Lead Engineer to address anomalies and other concerns.
- Repair/replace electrical devices including receptacles, light fixtures, etc.
- Ensure drains and fixtures are in proper working order, including plumbing fixtures; floor drains; and roof/gutter drainage systems.

Other Equipment and Systems

- Fire Alarm and Fire Suppression Systems: Carry out periodic inspections under direction from Lead Engineer: escort vendors, conduct visual checks, document results, recommend follow-ups.
- Coordinate with service vendor(s) on repairs to system as necessary.
- Roofing systems: Ensure assemblies are in good repair; escort vendor(s) when conducting periodic inspections and maintenance
- Ensure overhead rolling doors and automatic sliding doors are in good working order. Coordinate with vendor for preventive and reactive maintenance.
- Inspect fire extinguishers monthly; document inspections. Coordinate with vendor for annual inspection & tag.

- Inspect fall protection periodically. Coordinate with vendor for annual inspection.
- Ensure elevators are maintained in good working order.

Inspection Tracking and Compliance

- Perform scheduled/routine inspections of select equipment.
- Complete PM checklists.
- Log inspections and maintenance activities in appropriate system of record (CMMS, etc.).
- Support fire/life safety drills and tests.

General Facilities Maintenance

- Perform periodic (daily/weekly/monthly) operational checks of select systems (e.g., elevators, fire pump, etc.), documenting results and addressing or escalating issues.
- Ensure the loading dock and trash containers are maintained in clean and orderly condition.
- Ensure walkways on the building exterior are clean and free from obstructions. In case of inclement weather, remove snow and treat for ice.
- Coordinate integrated pest management contractor visits, escorting personnel throughout the building as necessary.
- Make repairs to building fixtures and finishes, including drywall repair & painting, selective carpet tile replacement, etc.
- Respond to special requests from museum departments to move equipment, adjust/assemble fixtures, etc.
- Assist contract janitorial staff with special cleaning tasks.
- Other duties as required.

Qualifications

- High-school diploma or equivalent
- Strong communication, organizational, problem-solving, and interpersonal skills
- Computer skills, including email, SharePoint, etc.
- Basic carpentry, painting, and repair skills
- Familiarity with building management/automation systems for the operation and maintenance of mechanical and other building systems. Previous experience with Schneider Electric EcoStruxure Building Operation BMS desirable but not required.
- Ability to lift and carry up to 50 pounds; climb stairs without assistance; and stand for long periods.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The salary range for this position is \$27 to \$31 per hour commensurate with experience, plus a benefits package.

How to Apply

Please apply through NMWA's [online job application portal](#). To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.