

Georgia O’Keeffe Museum

Position Title: Facilities Maintenance Technician
Department: Operations
Location: Santa Fe, NM
Pay Range: \$25.00
Hours: Full-Time, Non-exempt

Position Summary

The Georgia O’Keeffe Museum is searching for an experienced Facilities Maintenance Technician to join our operations team. The Facilities Maintenance Technician is responsible for performing and scheduling routine maintenance to ensure safety, proper functionality, and aesthetics of the O’Keeffe’s buildings and grounds, equipment, and fixtures.

Reporting to our Facilities and Safety Manager, the Facilities Maintenance Technician will work as part of a team to carry out skilled technical duties involving repair, maintenance, replacement, and/or installation of mechanical equipment and buildings repair.

Responsibilities include but not limited to

- Maintain and repair GOKM buildings, grounds, equipment, and assets by utilizing multiple craft skills, e.g. plumbing, carpentry, light construction and building repair
- Fixing, repairing and performing troubleshooting on equipment which may include HVAC systems.
- Perform basic facility repairs in, but not limited to, painting, carpentry, plumbing, patching and painting
- Use of hand tools, power tools, and other equipment to complete jobs
- Provide prompt response to emergency maintenance calls
- Inspect and test equipment, buildings, and fixtures to diagnose and troubleshoot issues
- Complete any required training requirements to safely operate equipment and tools
- Take care to avoid any work that must be done by a certified technical professional, e.g. electrical work that would require an electrician’s certificate or license, unless you are expressly licensed/certified in the State of NM.

Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position
- May be assigned to perform some work that would involve the use of small hand and power tools

Background and Qualifications

- GED or HS diploma, Required
- 6-10 Years’ experience working in a similar Facilities Maintenance role

Skills and Abilities

- Friendly, service-oriented personality
- Strong initiative with a positive proactive dependable approach to work. Excellent verbal communication skills.
- Demonstrated experience with, and knowledge of, best safety practices on a construction or work site.
- Must have the skills to work safely around equipment and tools.
- Must meet the physical requirements of the job, to include but not limited to: Ability to climb stairs or a ladder, bending, kneeling, stooping, working with hands above shoulder level, and lift (weight varies based on product)
- Ability to operate small hand and power tools.
- Be flexible to work holidays.

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.