**Ohio History Connection**

**Position & Duties Description**

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| **Job Title:** | **Facilities Technician** |
| **Division:** | **Historic Sites & Museums** | Department: | **Facilities Management** |
| **Location:** | Ohio History Center |
| **FLSA Classification:** | [ ]  Non-Exempt [ ]  Exempt |
| **Salary Grade:** |  | Salary Range: | $20.00 – 25.00 per hour |
| **Reporting Structure:** | Department Manager, Engineering |
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| **Summary:** |
| Under direction of a Senior Facilities Engineer, the Facilities Technician operates/inspects/performs preventative maintenance on major HVAC/electrical equipment and repairs malfunctions if possible. Operates/performs routine maintenance of all Power House/major HVAC equipment. Monitors various equipment from the control center. Responds to/mitigates/reports any building emergencies. Serves in an assistant capacity for work on boilers, chiller, cooling tower, air handlers, and rooftop units. Upholds the mission, vision, values, and customer service standards of the Ohio History Connection.  |
| **Essential Functions:** |
| * Maintains safety standards and ensure that the facility and equipment is maintained in a clean and safe manner
* Performs routine operational/safety inspections of premises and equipment
* Repairs, troubleshoots and performs ongoing maintenance tasks on building infrastructure and key equipment
* Responds to repair requests quickly and in a professional manner
* Handles emergency maintenance tasks and repairs as needed
* Performs routine cleaning tasks based on a schedule created by facility management
* Works on special assignments that focus on one-time improvements to the facility and operations
* Establishes and assists with Lock Out/Tag Out programs, Hot Work permits, confined space entry programs, facility emergency response plans and other required safety programs
* Supports the implementation of new programs and processes that reduce short and long-term operating costs and increase productivity
* Recommends and develop areas for improvement in building and equipment maintenance practices
* Maintains, diagnoses and repairs commercial, HVAC systems with split/package units, heat pumps, rooftop units as well as air filtration units
* Assists with mechanical, electrical, plumbing, carpentry, critical systems, generator and other related site needs
* Maintain accurate records of tools, materials, workload, and activities and adhere to preventative maintenance program schedule
* Helps maintain compliance with government regulations and OSHA requirements
* Works on several projects simultaneously, prioritizes work as required, and communicates workload status to manager and Senior management as needed
* Other duties as assigned
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| **Required Education & Experience** |
| * High school diploma or equivalent
* Completed trade school certification field related to HVAC, boiler, and air-handling systems
* Minimum of 2-3 years of relevant building equipment maintenance experience with proven technical ability
* Minimum of 2-3 years of experience in troubleshooting and repair of electrical equipment, HVAC, plumbing, carpentry, pneumatics, fire sprinkler systems, OSHA regulations and regulatory/DOT
* Valid Ohio driver’s license
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| **Desired Skills & Experience** |
| * Electrical certification/license preferred
* Forklift certification, or willingness to obtain
* Certification in workplace hazardous materials, hazardous waste management preferred
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| **Required Competencies:** |
| * Ability to operate a powered industrial truck, preferably cherry picker and stand-up forklifts
* Ability to read blueprints, repair manuals, and/or parts catalogs
* Close attention to detail and safety
* Self-motivated with communication, organizational, problem-solving, and time management skills
* Able to utilize Microsoft software programs (Outlook, Teams, Word, Excel) and learn warehouse management system
* Strong interpersonal skills; ability to communicate effectively with a diversity of individuals at all organizational levels
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| **Work Environment:** |
| Will perform task both indoors and outdoors in a variety of temperature and weather conditions. Must be able to access and work in confined spaces to perform maintenance functions. Work will occur at a variety of noise levels ranging from typical ambient office to loud mechanical equipment and air handlers. |
| **Physical Demands:** |
| Must be able to lift a minimum of 50 pounds unassisted. Requires frequent walking, standing, sitting, stooping, bending, and kneeling with manual dexterity to operate powered and manual tools and other power equipment like forklifts, scissor lifts, cherry-pickers, etc. Normal range of hearing and vision (with or without correction or adaptive equipment).  |
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| **EOE Statement:** |
| Ohio History Connection will recruit, hire and maintain a diverse workforce allowing for the inclusion of every employee’s unique value, contribution and potential. OHC is committed not only to the principle of equal employment opportunity but also to the letter and spirit of the law. OHC, as an equal opportunity employer, does not discriminate in its employment on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, pregnancy and/or related conditions, national origin, ethnicity, age, veteran status, genetic information, medical condition, physical or mental disability, or on any other basis protected by federal, state or local law. OHC ensures that equal employment opportunity applies to all areas of employment including hiring, promotion, demotion, transfer, recruitment, selection, discipline, termination, compensation, benefits and training. |
| **ADA Compliance:** |
| Ohio History Connection is committed to the full inclusion of all qualified individuals. As part of this commitment, OHC will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at 614-297-2390 or by email at applicant@ohiohistory.org.  |