

**Birch Creek Music Performance Center  
Job Description**

**POSITION:** Assistant Facilities Maintenance Technician

**REPORTS TO:** Facilities Manager

**DESCRIPTION:** The Assistant Facilities Maintenance Technician provides for a physically safe living and working environment for employees, faculty, students, and patrons. The Assistant Facilities Maintenance Technician is also responsible for the daily upkeep, repairs, and maintenance of campus buildings, as well as fixtures, machinery and mechanical equipment located in campus buildings, common areas and campus grounds.

**QUALIFICATIONS:** General carpentry, basic electrical and plumbing skills, knowledge of HVAC systems and the ability to service and perform regular preventive maintenance on campus equipment and machinery. Proven problem-solving ability, positive attitude and good communication skills required. Must maintain a professional courteous manner with all employees, guests, and contractors. Must be in good physical condition, have good physical strength and manual dexterity. Job requires lifting, pushing, or pulling 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly. Must be able to work approximately 90% of shift while standing, walking, reaching, stooping, kneeling, or crouching. Must be able to climb and work off ladders and scaffolds and be able to access crawl spaces. Valid driver's license required.

**GENERAL RESPONSIBILITIES** include:

**Pre-Season and Spring Start Up Tasks**

Under the direction of the Facilities Manager perform all tasks involved in opening the campus for the new season including:

1. Store snow removal equipment and clean walkways and grounds of winter refuse.
2. Perform lawn and grounds maintenance.
3. Prepare the kitchen/dining room and farmhouse for meetings and staff arrival.  
Remove stored items and return to their summer locations. Service appliances for season use.
4. Turn on water to all buildings, test washer in Farmhouse, check lavatories and toilets in winterized buildings.
5. Service vans and engine-powered garden equipment for summer season.
6. Change air handler filters in all buildings and test AC units.
7. Organize tasks for volunteer workdays. Provide necessary tools and equipment for volunteer projects. Supervise volunteers and assist as needed.
8. Perform other duties as directed by the Facilities Manager.
9. Schedule dumpster pickup for summer season.

## **Summer**

1. Inspect facilities regularly and maintain campus to ensure safe and efficient operation and attractive appearance for patrons.
2. Perform routine maintenance checks to prevent breakdowns of vehicles, equipment, and appliances.
3. Perform lawn and garden maintenance as directed.
4. Oversee stage set up and changes as required for each summer session.
5. Oversee daily garbage and recyclables collections around campus.
6. Perform other duties as directed by Facilities Manager.

## **Late Summer/Fall Season**

Under the direction of the Facilities Manager perform tasks involved in winterizing the campus for the off season.