



DISCOVERY

Center of Idaho

POSITION: Facility Maintenance Specialist

SUPERVISOR: Chief Operating Officer

STATUS: Part-time (25 hrs/week)

ROP: \$15-\$17/hr depending on experience

SCOPE OF WORK: The Facility Maintenance Specialist maintains a clean and safe environment for the Discovery Center's staff, volunteers and visitors. This includes all public spaces, support spaces, exhibits and surrounding grounds.

AREAS OF RESPONSIBILITY:

Facility Improvements and Maintenance (50%)

- Keep facility and grounds clean and safe for staff, volunteers and visitors
- Maintain facility hardware, lighting, plumbing, HVAC system and grounds
- Repair and maintain interior and exterior of building (leaf blowing, touch up painting, high dusting, floor cleaning and other duties as assigned)
- Maintain stock of facility materials and supplies
- Organization and upkeep of materials, supplies, tools and equipment

Exhibit Maintenance and Improvements (40%)

- Ensure exhibits are safe, stocked and clean for use
- Maintain on-site and off-site storage units

Other duties as assigned (10%)

- Run errands as required for exhibit and facility improvements and maintenance
 - Assist with the installation and de-installation of in-house and traveling exhibitions
 - Assist with special events and projects as needed
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QUALIFICATIONS: Experience in building cleanliness and maintenance. Impeccable attention to detail. Ability to understand verbal and written instruction, knowledge of tools and techniques for facility maintenance and improvements. Ability to lift at least 50 pounds. Proficiency with electronic communications, word processing and spreadsheet programs. Forklift and scissor lift experience or willingness to learn. Basic

handyman experience (wall patching, painting and simple mechanical repairs). Must be able to pass a background check.

BASIC CONDITIONS OF EMPLOYMENT: Basic conditions of employment form the fundamental performance requirements for continued employment. All employees are ambassadors of the organization and are expected to support and fulfill the mission of the organization. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand and comply with the policies and procedures outlined in the Employee Handbook.

- Professional Conduct: Comply with established employment policies and practices. Maintain confidentiality of organization and employee information. Accept direction and provide direction in a cooperative and positive manner.
- Personal Conduct: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable.
- Competency: Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.

To apply: Please send a cover letter and resume to jobs@dcidaho.org by October 30th.