

Position Description

Title: **HVAC/Facilities Technician**

Division: Facilities

Classification: Non-exempt, Hourly Full-time

Reports To: Chief of Facilities

Supervises: N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

Job Summary – HVAC/Facilities Technician

The HVAC/Facilities Technician is primarily responsible for maintaining all HVAC, electrical, physical buildings, and grounds. This includes water systems, electrical, HVAC, sewer, fire suppression, irrigation, landscaping, alarm system, security system, forest management and other related duties. Additional duties include opening the Museum in the morning, changing light bulbs, cleaning Museum pathways, snow removal, sanding, cleaning, mopping, picking up trash, meeting and function set ups and removal, working throughout their shift to maintain a high level of presentation of our visitor areas, and work with the facilities and Museum staff on various tasks as time allows.

Preferred Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- HVAC & Electrical experience
- High mechanical aptitude and excellent trouble-shooting ability
- Demonstration of solution-oriented approaches and a positive can-do attitude
- Pleasant, helpful, service-oriented attitude to all internal and external customers
- High School diploma or GED equivalent
- Working knowledge and experience maintaining commercial buildings and systems
- Must be self-motivated and able to work independently as well as plan and enlist help as needed
- Basic computer skills
- Good communication skills with fellow staff and visitors in a pleasant manner
- Ability to function as an effective team player and contribute to and sustain the energy and momentum of the department in the performance of job duties and responsibilities
- Willingness to work flexible hours and days, including weekends and holidays
- Willingness to obtain a current first-aid & CPR certificate
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and building plans
- Ability to write routine reports and correspondence

- Ability to communicate effectively with outside vendors and contractors as well as HDM employees and volunteers
- A positive attitude and desire to work selflessly and collaboratively with the entire organizational team
- Trades experience is beneficial: **HVAC, refrigeration, electrical**, controls systems, plumbing, water systems, backflow, security systems, fire suppression and alarm

Responsibilities and Tasks

1. Install & maintain all HVAC, mechanical, and electrical systems including maintenance and repairs to kitchen equipment and Museum central plant boilers & chillers.
2. Participate in Energy Trust SEM meetings and act as Backup Energy Champion
3. Must have the physical ability to perform the manual tasks required of this position including bending, twisting, crawling, climbing, stooping, and lifting 25 lbs. alone.
4. Must be able to reliably get to work in extreme weather conditions and work in extreme weather conditions.
5. Perform opening procedures daily prior to visitor arrival.
6. Support set-up and tear-down for meetings, events and other functions.
7. Replace switches, outlets and light bulbs and adjusts light fixtures as needed.
8. Provide input to the maintenance staff regarding needed repairs.
9. Work with fellow staff on various task requests both in staff and visitor areas.
10. Perform general repairs and preventative maintenance tasks as time allows.
11. Maintain the grounds, landscape and irrigation systems as needed.
12. Respond to security and emergency related incidences.
13. Conduct all work with safety in mind for co-workers, guests, volunteers, and for self.
14. Operates equipment such as: power washer, leaf blower, power tools, skid-steer, back-hoe, plows, tractor, snow blower, loader, and hand tools.
15. Comply with all Museum policies, procedures, and safety regulations.
16. Performs other tasks and duties as assigned.

Supervisory Responsibilities

This job has no direct reports but will assist in the coordination of projects and staff especially in the Chief of Facilities absence.

Certificates, Licenses, Registrations

Oregon Driver's License and be bondable to be covered by Museum's insurer that protects against employee theft or loss.

Other beneficial certifications include Backflow Assembly Tester Certification or any trades certification

HVAC, refrigeration, & electrical certifications a plus

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, stand and talk or hear. The employee is frequently required to walk long distances on uneven surfaces, use hand to grasp, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, grasp, pull, or crawl and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and

occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this job, the employee may be exposed to heavy equipment; moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate, but can occasionally be loud.

Special Requirements

This position requires that the employee be available to maintain equipment during emergency situations outside normal working hours. Weekend and holiday work may be required.

This position description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other work-related duties requested by his/her supervisor.

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resume and cover letter to the High Desert Museum, attention Shannon Campbell.

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.