

**Rochester Museum & Science Center  
JOB DESCRIPTION**

**Job Title:** Maintenance Mechanic II  
**Department:** Facilities  
**Direct Supervisor/Manager's Title:** Facilities Manager  
**FLSA Status:** Non-Exempt  
**Grade** N2  
**Full-time/Part-time:** Full time  
**Date Prepared/Revised:** 6/13/18

**I. JOB SUMMARY**

This position involves work within the facilities department relating to physical plant maintenance, and coordination within various departments. In addition to routine and preventive maintenance of HVAC, plumbing, and electrical systems and components, this position also works with various outside vendors to obtain quotes and bids for required work. Additionally, The Maintenance Mechanic II is responsible for supporting a terrific RMSC visitor experience through participating in, construction and implementation of exhibits and other construction related matters.

*Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.*

**II. DUTIES (and percentage of time spent)**

<b>Describe duties, responsibilities, essential functions:</b>	<b>%</b>
Routine Maintenance	<b>35%</b>
Preventive Maintenance	<b>35%</b>
Help Construct facilities related projects and other elements including exhibits as needed per specifications or instructions.	<b>20%</b>
Project Coordination	<b>5%</b>
Obtaining quotes and bids	<b>5%</b>
<i>Other duties as assigned</i>	

### III. JOB DIMENSIONS

Responsible for general maintenance of all buildings and systems including electrical, HVAC and plumbing  
Responsible for property maintenance and may require attention to emergency situations (including but not limited to snow removal)  
Responsible for prioritizing tasks and communicating with supervisors daily  
Responsible for preventive maintenance and preventive maintenance schedules  
Responsible for obtaining quotes and bids for projects as directed  
Responsible for coordinating projects with other department supervisors

### IV. SUPERVISORY RESPONSIBILITIES

May occasionally direct or instruct RMSC staff as it relates to the maintenance function or safety issues.

### V. FUNCTIONAL REQUIREMENTS

#### **Technology, Equipment, Tools:**

Ability to use hand tools for general property maintenance and light equipment.  
Be familiar with and able to use tools relating to construction and fabrication.  
Ability to use business machines such as a personal computer, printer, copier, company email, calculator, phone, facsimile, Microsoft products.  
Ability to use tools related to maintenance functions, including soldering, electrical tools and other tools including but not limited to saws, drills, and gas torches.  
Must have a satisfactory driving record and possess a current, legal, valid, New York State driver's license.

#### **Mental Activity:**

##### **Language skills:**

Ability to read and comprehend simple instructions and short correspondence.  
Ability to write clear, concise security reports and simple correspondence.

##### **Mathematical skills:**

Ability to count; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

##### **Reasoning ability:**

Ability to understand and carry out detailed written or oral instructions.  
Ability to respond to, assess and take appropriate action during emergency situations.  
Have good reasoning ability.  
Be able to communicate with a variety of individuals in a respectful, courteous manner.

#### **Physical Activity:**

While performing the duties of this job, the employee is regularly required walk; stand; bend; climb; ascend/descend stairs without difficulty, to use hands to handle or feel objects, tools or controls; reach with hand and arms; stoop; kneel and crouch. The employee must occasionally lift and/or move over

25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus. Must possess the ability to use various hand and electric/hydraulic tools.

**Work Environment:**

While performing the duties of this job, the employee works in both indoor and outdoor conditions. May be required to report to work in weather related or other emergencies when the museum is closed.

**VI. QUALIFICATIONS**

**Education/Experience Requirements:**

High School diploma. 3-5 years of experience in commercial property maintenance, including construction related work. Demonstrated knowledge of HVAC, plumbing and electrical components including maintenance of those components.

**Skills/Competencies Requirements:**

Ability to solder pipes and electrical components. Competent in electrical repair and installation including flexible and rigid distribution. Competent in refrigeration, heating, and air conditioning equipment maintenance, repair and trouble shooting. Competent in general construction.

**VII. APPROVALS**

\_\_\_\_\_  
**Department Manager/Director**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Department Vice President**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Human Resources**

**Date:** \_\_\_\_\_

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.