



SEE Science Center, Inc.

EXHIBIT MAINTENANCE TECHNICIAN

Job Summary

The incumbent performs routine exhibit maintenance and exhibit development tasks. He/she maintains and cleans all exhibits, keeping them presentable and in working order. Work is performed in accordance with standardized procedures or prior instructions.

Supervision Received

The incumbent receives supervision from the Operations Director and / or Executive Director. Work is reviewed, while in process and upon completion for accuracy and compliance with prior instructions, on a regular basis.

Supervision Exercised

No supervision exercised.

Examples of Duties/Responsibilities

(This list of duties may not include all tasks but is generally representative of such duties.)

1. Performs preventive maintenance on exhibits per established schedules;
2. Performs routine exhibit up-keep such as checking to make certain that exhibit consumables are re-filled, exhibits that require water are filled and manipulative objects are in proper locations and are presentable to customers.
3. Keeps workshop in order, including all tools and related equipment;
4. Will maintain the safety of all exhibits.
5. Cleans exhibits as needed.
6. Will work with staff to develop exhibit prototypes and finished exhibits.
7. Will be required to work extended hours on occasion as needed to meet agency requirements;
8. Will maintain the confidentiality of clients and staff in accordance with SEE policy and procedure;
9. Abide by all SEE, Inc. safety policies and procedures;
10. Presents a positive and professional image of SEE with colleagues and within the community;
11. Performs other duties as assigned.

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D I S C O V E R T H E W O N D E R

Required Knowledge and Skills

Knowledge of methods and practices used in mechanical, electrical, carpentry and maintenance work; knowledge of proper use of a variety of power and hand-held tools; ability to trouble shoot and solve problems independently; ability to read signs and follow oral and written instructions; ability to move heavy furniture, supplies and equipment; required to be in good physical condition; manual dexterity is needed; ability to use common cleaning tools and equipment; knowledge of basic maintenance of buildings including minor electrical, carpentry, plumbing, painting and equipment maintenance. **Ability to lift seventy-five (75) pounds.**

Suggested Training /Experience

A candidate is required to be in good physical condition with an ability to understand and follow oral and written instructions; manual dexterity is needed; knowledge of carpentry, painting, plumbing and electrical. General knowledge of equipment maintenance and repair is recommended.

Position pays \$20.00. Hours are flexible and can be discussed.