

Position Title: Facilities Technician

Department: Economic Development, Tourism & Culture

Reports To: Manager of Museum and Archives

Purpose

Reporting to the Manager of Museum and Archives, the primary role of the Facilities Technician is to provide assistance in the effective maintenance, repair, caretaking and security operations of Grey Roots Museum and Archives and surrounding property to ensure the convenience, comfort and safety of the visiting public, volunteers, staff, and collections.

This position is responsible to provide maintenance and conservation assistance for the artefacts in the Grey Roots museum collections and the Grey Roots period buildings. Assisting in the display set-up for the temporary exhibit space, the multi-purpose room and other areas supporting programs for visitors.

Responsibilities

Maintenance and Repairs

- Performs building repairs, improvements, preventative maintenance, security and caretaking.
- Ensures that buildings are open and accessible for services during museum and archives operating hours.
- Performs gardening, landscaping, and lawn care and ensures entrances and walkways are free of barriers, snow and ice.
- Maintains the period building grounds in accordance with period building standards.
- Monitors building security system, completing documentation and records outlined in the procedure manuals.
- Completes daily tour of facilities, noting any maintenance items requiring attention and performing preventative maintenance to machinery and physical plant.

- Under the direction of the Manager of Museum & Archives, maintains the water system to meet provincial standards.
- Carries out duties that are required under the Occupational Health and Safety Act under the direction of the Manager of Museum & Archives, including monthly workplace inspections and reports, incident reports and investigations. Maintains Health and Safety Standards with regards to the chemicals and materials being used, proper use of safety equipment, MSD sheets, chemical inventory, etc.
- Instructs and directs, as required, part time or temporary personnel, contractors and volunteers, engaged to assist in some of the areas of responsibilities of this position.

Grey Roots Collection, Period Buildings & Programs

- Participates in planning discussions related to the design and development of temporary exhibits from the Grey Roots collections and provides technical support in the construction and maintenance of interpretive displays.
- Under the direction of the Manager of Museum & Archives, participates in the restoration, repairs, preventive maintenance, operation, and security of the Living History Collection (ie. train models, vintage automobiles, steam traction engines and pull-behind agricultural equipment).
- Completes on-site construction and renovation of period buildings as directed by the Manager of Museum & Archives.
- Performs ongoing repairs and maintenance to the period buildings as required ensuring structural integrity and compliance with accepted standards.
- Assists with the set-up and operations of exhibits, special events, programs and rentals.
- Responsible as an employee for occupational health and safety.
- Other duties as assigned.

Working Conditions

Normal work is twenty one (21) hours per week. Flexibility and willingness to work irregular hours on evenings or weekends is required, as determined by the operational hours of Grey Roots Museum and Archives. Work may be performed on or off-site, in conjunction with exhibit fabrication, special events, programs, promotions or other related contingencies. Compensation for the same will be in accordance with County policies. Some overtime work may be required to meet requirements of the position to respond to security calls may occur at odd hours of the day or night.

Work involves exposure to indoor and outdoor conditions in any season, working on rooftops and ladders. Expected to work with sharp power/hand tools, wood dust, wood

and metal finishes and other related solvents, engine exhausts, pressurized air, steam and welding gasses. Intermittent moderate to heavy lifting.

Internal Working Relationships

Manager of Museum and Archives, Grey Roots Staff and Volunteers.

External Working Relationships

Contractors, the visiting public.

Knowledge and Skill

- Current certificate of qualification in the building trades, or an acceptable equivalent of formal education and practical experience can be applied to this position.
- A practical knowledge of general building construction, woodworking, and finishing techniques and maintenance techniques (both period and contemporary).
- Broad knowledge in the building trades with experience in property maintenance. A combination of skills in building maintenance, repair and care taking, landscaping and the operation of heating, ventilations, and cooling equipment.
- Certification as an Operator for small drinking water systems (or willingness to obtain).
- Current TSSA steam operator's license (or ability/willingness to obtain).
- Reasonable computer keyboarding skills as well as knowledge of Microsoft Office products.
- Ability to disassemble, access for repair and reassemble a broad range of mechanical devices typical of that found in museum collections.
- An aptitude for the application of elementary science and mechanics to technical problems.
- A practical knowledge of ferrous metal machining and fabricating, acetylene and MID welding techniques would be an asset.
- Good interpersonal skills and the ability to function as a valuable team player that can communicate well' multi-task and problem solve.

Impact of Error

Expensive damage to machinery, tools and equipment.

Risk of physical injury and potential liability if buildings and property are not kept safe.

Poor maintenance creates an unfavorable public image for Grey County.

Loss or damage to often-irreplaceable artifact material in the course of conservation, restoration, exhibit preparation and demonstration.

Loss or damage to tools and shop machinery through careless or improper use.