

Maintenance Technician

Reports to: Building Engineer

Classification: Non-Exempt. Full or part time.

Pay Range: \$22.00 - \$32.00 per hour

Location: De Pere, WI

About the Mulva Cultural Center

The Mulva Cultural Center is a place where all guests are invited to experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment. The Mulva Cultural Center seeks to offer traveling exhibits, arts and culture within an architecturally significant facility in historic downtown De Pere, Wisconsin.

Position Summary

The **Maintenance Technician** is responsible for upkeep of the facility including maintaining, troubleshooting, repairing, and optimizing facility, grounds, and equipment including but not limited to HVAC, electrical, plumbing, automation, and fire protection systems.

Essential Job Functions

- Inspect the building, grounds, and equipment
- Perform maintenance activities, including preventive maintenance as well as emergency equipment repair
- Order and maintain inventory levels for back stock items used in the center
- Perform inspections
- Complete service tickets
- Complete and maintain all required paperwork, records, and documentation
- Maintain parts and equipment inventory through the CMMS
- Maintain departmental housekeeping standards
- Act as a technical resource to resolve inquiries and troubleshoot complex problems
- Diagnose and resolve hardware issues
- Service all nonessential electrical or mechanical systems as needed
- Collaborate with contractors and vendors to make remote and on-site repairs
- Ensure strict adherence to all relevant federal and local guidelines, as well as internal policies and safety guidelines
- Participate on cross functional teams to ensure the continuous, ongoing improvement of processes, methods, productivity, and quality, while reducing costs

Qualifications and Experience:

- Two-year degree and/or technical certificate
- 2 or more years of experience in a maintenance or related position
- Experience operating hand and power tools required

Knowledge, Skills, and Abilities:

- Strong knowledge of plumbing, carpentry, electrical, HVAC systems, and facility management operations
- Excellent understanding of mechanical systems and parts
- Strong understanding of preventative maintenance procedures and associated documentation
- In-depth knowledge of building safety regulations and security protocols
- Proficient in reading hydraulic, electrical, and pneumatic schematics
- Proven ability to work independently and on a team with a well-developed sense of urgency
- Proven ability to read and interpret blueprints, codes, and specifications
- Strong troubleshooting, time management, multitasking, and decision-making skills
- Ability to identify and communicate issues as they relate to process improvement and guest satisfaction

Personal Qualities:

- Desire and passion to develop and a maintain deep technical mastery in all facilities-related disciplines through continuing education, certifications, and on the job experience
- Sound judgement and ability to think quickly during emergencies
- Demonstrates initiative in improving processes
- Committed to making safety a priority
- Highly motivated and dependable with a strong work ethic
- Demonstrates friendliness, professionalism, enthusiasm, and superior customer service
- Well-organized with a sharp attention to detail

Physical and Environmental:

- Ability to lift/move/maneuver up to 50 lbs.
- Ability to pull heavy carts throughout the facility
- Frequent standing, kneeling, walking, bending, stooping, lifting, and reaching
- Exposed to outdoors and variable temperatures, including extreme hot and cold

Equity, Diversity, and Inclusion Policy

The Mulva Cultural Center fosters equity, celebrates diversity, and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff, and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally, and internationally.

EOE

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local laws.

To Apply

Please send your resume to HR@MulvaCenter.org

Learn more about the Center by visiting www.MulvaCenter.org

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