



## **POSITION DESCRIPTION**

### **MAINTENANCE TECHNICIAN**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Maintenance Technician is responsible for assessing equipment issues and problems, determining methods of repair or replacement and performing cyclical maintenance as required. The position is on the Finance and Operations Team in the Facilities Department and reports to the Maintenance Chief.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Perform basic mechanical work to include HVAC repairs, and replacement of parts and belts.
- Perform basic electrical work to include wiring, switches and outlets.
- Perform basic plumbing work to include leak repairs, replacement of parts, clog removal.
- Perform basic carpentry work to include rough and finished carpentry.
- Read and interpret equipment manuals and drawings.
- Respond to work orders and perform regular preventive maintenance.
- Diagnose problems, replace or repair parts, test and adjust.
- Detect faulty operations, defective material and report those and any unusual situations.
- Provide emergency/unscheduled repairs during and after hours.
- Operate a variety of hand and power tools, material handling equipment and vehicles in performing duties.
- Comply with safety regulations and maintain clean and orderly work areas.
- Provide logistical support for meetings, programs and events, including setting up and breaking down/storing tables, chairs, other equipment, and materials. Monitor events for issues and addresses them quickly and safely. Provide onsite support during events, including cleaning and stocking of restrooms; clean up post-event.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

#### **Position Requirements**

- At least four years of work experience in mechanical, plumbing and/or electrical trades.
- High School Diploma or GED.

- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- English fluency and good verbal communication skills.
- Quality awareness and attention to detail, time management and multi-tasking skills; and ability to work with minimal supervision.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training and education.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Compensation will be based on experience and skills. The salary for employees meeting the requirements of this position is \$22/hour.

### **Work Environment/Physical Demands**

Work is conducted both indoors and outside. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items 25-50 pounds and less frequently over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a full-time hourly non-exempt position (40 hours per week), Monday through Friday from 7:00 AM until 3:30 PM. Evening hours and overtime may be expected, especially during the busy season.

### **To Apply**

Please submit a resume expressing your interest in this position to: [HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org). Please reference the position title in the subject line of your email.

### **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.