

SAGE Center
101 Olson Road
Boardman, OR 97818
(541) 481-7243
July 2016

JOB TITLE: Facility and Exhibit Maintenance
REPORTS TO: SAGE Center Manger
CLASSIFICATION: Full-Time
WAGE CLASSIFICATION: Non-Exempt

JOB SUMMARY:

Responsible for general maintenance and upkeep of building systems including, HVAC, cooling tower, alarm system, plumbing, lighting and support systems including but not limited to maintenance of all exhibit areas, irrigation systems, generator, store equipment, backflow systems, and security systems.

SPECIFIC DUTIES:

1. Organize and coordinate technical maintenance and installation services of off-site repair persons as need.
2. Schedule annual maintenance for backflow systems, elevator, alarm system, and sprinkler systems.
3. Daily opening and closing procedures, as scheduled.
4. Trouble shoots problems, performs routine maintenance and repairs as needed to the physical building systems in accordance with museum standards including:
 - Air Handler Systems
 - A/V displays, exhibits and theater
 - Cooling Tower
 - Lighting and Electrical
 - Plumbing
 - Irrigation Systems
 - Telephone Systems
 - Alarm Systems
5. Prepare all building systems for seasonal changes.
6. Knowledge and operation of standard equipment and power hand tools.
7. Ensure operational readiness and safety of work areas, display areas, maintenance shop, and equipment.
8. Adhere to OR-OSHA standards.
9. Maintain inventory for building equipment and property including cleaning supplies, lamps, and lights.
10. Exhibit fabrication only as directed.
11. Establish, develop, and maintain Standard Operating Procedures, MSDS and safety procedures.

12. Assists in preparation of forecasted maintenance budget.
13. Develops maintenance policies, procedures, and training as appropriate.
14. Participates in cross-training of front desk duties and event management.
15. Other tasks and duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with SAGE Center staff, volunteers, and the public.

Knowledge of HVAC system operation and maintenance.

Knowledge of irrigation pumps and operation.

Understanding of audio visual equipment.

Understanding of lighting and electrical components.

Knowledge of computer systems and basic software.

Salary: DOE

Experience:

Five years experience building maintenance and management OR equivalent combination of experience.

To Apply:

Please send resume, cover letter, and 3 references to:

Kalie Davis, SAGE Center Manager
SAGE Center
P.O. Box 200
101 Olson Road
Boardman, OR 97818
Or via email: kalied@portofmorrow.com

Position is open until filled.