



Position Description/Announcement  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** Maintenance Technician (Coordinator)  
**Supervisor:** Facilities Director  
**Classification:** Full Time Exempt  
**Salary:** \$40,000 - \$44,000 year  
**Last Updated:** 07/30/2024

**About Midland Center for the Arts**

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begin with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

Under the supervision of the Facilities Director, and with the scheduled help of Facilities Staff, the Maintenance Technician assists the Maintenance Supervisor with maintenance, repair, equipment, machinery, and daily operations. The Maintenance Technician will manage the day-to-day maintenance work orders.

**DUTIES AND RESPONSIBILITIES**

The duties of this position include, but are not limited to:

**Maintenance Operations**

- Manage day-to-day facility maintenance work orders.
- Assist with maintaining and operating HVAC and Fire Alarm Systems.
- Assist with routine equipment inspection/maintenance.
- Assist with monitoring water treatment system for boilers and cooling towers.
- Implement special projects such as installing computer cables and wires for cameras.
- Be vigilant and proactive in monitoring and mitigating any pests (such as mice/rats, bugs or bats) and cultivate relationships with outside vendors who provide pest control.

- Monitor the weather and upcoming building events to take appropriate action (including assigning Facilities Staff) to pre-treat necessary surfaces for snow and ice accumulation and removal after the fact, including use of motorized equipment (snow plow/blower/brush) and brine, deicer, salt, sand, gravel, etc. and shovels.
- Remain aware of other extreme weather events (such as heavy rains) to help the Facilities Staff to clear drains (such as roofs, sidewalks, basements, etc.) and deal with other compromised systems, particularly on an emergency basis (like leaks).
- Work directly with Facilities Staff to research, purchase, store, inventory, maintain, and monitor equipment and supplies.
- Actively use “Maintenance Connection” and support other staff to use it, in order to inventory, track and monitor the use of supplies, tools and the spaces and methods in which they are used.

### **Other Facilities Support**

- Assist as needed to help the Facilities Team meet the needs of cleaning and proper sanitization of all spaces.
- Assist the Facilities Team with event set-ups as needed.
- Be familiar with and use, as needed:
  - The security camera systems and “Verkada” (the online, remote access system)
  - The HVAC online control system (“Metasys”)
  - Other remote sensing equipment (like “Monnit”)
  - Relevant event diagrams (usually in “Social Tables”)
  - The Fire and Intrusion Alarm System and its online remote access system, “resideo/total connect 2.0”
- Advise and assist with Special Projects as needed.

### **General**

- If required, maintain a company credit card and other procedures and documents (such as invoices, receipts, quotes and estimates) as required by the Center’s Finance Department to manage expenses and identify cost reduction opportunities.
- Study, follow and advise others on the Michigan Occupational Safety & Health Administration (MiOSHA), Michigan Right to Know Law and all other relevant guidelines and laws.
- Assure a positive visitor, patron and user group experience by demonstrating polite and responsible behavior towards all guests.
- Uphold the Center’s customer service standards and interact with staff, volunteers, customers, and facility users in a courteous and helpful manner to accomplish assigned duties.
- Prioritize time and resources for short-term requirements and long-term challenges due to budget constrictions or changes in requirements.
- Work with the Facilities Manager, and other staff, as needed, to maintain a schedule of Facilities Staff to meet the needs of maintenance and monitoring of building systems.
- Assist in the hiring and training of all new Facilities Staff, both initially and ongoing as new training becomes necessary.
- Be familiar with and routinely use “Maintenance Connection” (a cloud-based building management software), both to retrieve and execute relevant work orders and use it to assign tasks to Facilities Staff and to verify and keep records of task completion.

- Performs other duties as assigned.
- Maintains confidentiality.
- Adheres to all Center policies and procedures.
- Attend all required meetings and trainings, including but not limited to safety trainings, IT trainings, HR meetings and trainings, and DEIA trainings.

### **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

#### **Qualifications:**

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.
- No formal qualifications but anything related to building management, maintenance experience, safety (like OSHA training), will be considered.

#### **Education and Experience Requirements:**

- No formal education requirements or minimum experience is required to apply for the position, but relevant schooling and past experience will be considered.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

- This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs.
- Must be able to lift and carry 50 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.