

## **Facilities Maintenance Technician**

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**Status:** A&T, Full-Time  
**Department:** Operations  
**Reports to:** Facilities Maintenance Technician  
**Supervises:** n/a

### **Summary:**

Preserves and maintains The Corning Museum of Glass facilities and common areas in excellent condition and functionality. Operates a variety of equipment to perform maintenance activities related to buildings, warehouses, equipment, utilities, environmental requirements, energy management systems, HVAC equipment, humidity controls, fire protection equipment and safety programs. Maintains the grounds and all outdoor areas of the campus; repairs facility equipment and property structures.

### **Responsibilities:**

#### Interior Maintenance

- Understands and maintains all systems pertinent to the facility and storage buildings such as chillers, air handlers, pumps, generators, sprinkler, fire alarm, energy management, plumbing and HVAC controls.
- Troubleshoots, performs repairs to malfunctions and performs preventative maintenance tasks to prevent and correct malfunctions including electrical, plumbing, carpentry, and painting.
- Operates a variety of hand tools, platform lifts, forklifts, voltmeters, and other electrical diagnostic equipment.
- Executes programs that assure environmental control standards as required by Corning Incorporated, local, state, and federal agencies.
- Ensures that penthouses and all mechanical rooms are clean and organized.

#### Exterior Maintenance

- Regularly cleans the courtyard, Houghton Park, YMCA, Welcome Center and Rakow Research Library parking lots ensuring that they are free of leaves, trash, and other debris.
- Removes snow and de-ices sidewalks and other areas.
- Moves tables to and from storage as needed.
- Conducts landscaping upkeep in the courtyard and admissions entrance areas; periodically power washes and cleans the courtyard stage area.

#### General

- Supports and amplifies the Museum's commitment to diversity, equity, inclusion, and access.
- Complies with all Museum safety and environmental regulations and protocols and works in a safe manner.

- With the Facilities Maintenance Supervisor, reviews and utilizes the Operations Work Order System to identify and execute ongoing maintenance needs.
- Inspects buildings, equipment, and systems to identify issues; makes recommendations to maintain the integrity of the facility, systems, and warehouse.
- Assures compliance with all requirements for fire protection and building codes.
- Implements preventative maintenance procedures.
- Implements required safety training protocols and procedures; responds quickly in the event of an emergency; notifies appropriate staff.
- Explores current and new technology to operate and maintain the building systems and equipment to ensure specified ambient conditions as required.
- Loads and unloads retail trucks.
- Picks up and delivers batch material from the storage facility.
- Checks water softeners and refills salt as necessary.
- Empties cullet hoppers at the Auditorium loading dock.
- Empties hot glass cutting tray under the Innovations Center display.
- Removes and replaces HVAC air filters.

### **Qualifications:**

- Respect and exemplify the values of The Corning Museum of Glass in all interactions with colleagues, staff, volunteers, and the public.
- Ability to represent the Museum in a professional manner.
- Adhere to prescribed organizational and departmental policies and practices.
- Ability to work independently, as well as in a team, with a track record of successful collaboration.
- Ability to work virtually and effectively adapt to various workplace environments.
- Associates degree or equivalent apprenticeship; certificate in HVAC, building maintenance technology or a related field, preferred.
- Certified Maintenance and Reliability Professional (CMRP) desired.
- Five years' experience in maintenance.
- Physically capable of lifting 50 pounds; ability to climb stairs.
- Demonstrated knowledge of Microsoft Office Suite, MS Teams and SharePoint.
- Working knowledge of electrical, hydraulic, and other systems, tools, common appliances, and devices.
- Ability to read blueprints, architectural drawings, mechanical, plumbing, and electrical drawings, and schematics.
- Ability to learn the computer-driven HVAC system.
- Excellent customer service and interpersonal skills.
- Ability to respond to requests quickly; prioritize and manage multiple tasks.
- Excellent problem-solving skills.
- Some weekends, evenings and holidays required; flexibility in hours necessary.
- Occasional travel, as needed.

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