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USS MISSOURI MEMORIAL ASSOCIATION

POSITION DESCRIPTION

Position Title: General Facilities Maintenance Specialist

Reports to: Pier Facilities Supervisor

Department: Engineering/Facilities

Primary responsibilities: Under the direction of the Pier Facilities Supervisor, helps plan and implement long-term and day to day maintenance, preservation, restoration, and construction activities, including the repairs of support equipment of the pier facilities.

Primary duties:

- Performs duties in compliance with the established non-shipboard maintenance programs including the landscaping, vehicle maintenance, janitorial, plumbing maintenance programs, and the maintenance and operation of equipment according to applicable safety and operational standards.
- Performs basic troubleshooting duties related to the non-shipboard mechanical, telecom, basic carpentry and plumbing.
- Follows schedule of construction, repair, maintenance of pier buildings, equipment and displays including areas accessible to visitors and staff.
- ensure that all construction, repairs, maintenance and preservation of the buildings, equipment and displays are conducted in a safe, timely, and cost-effective manner.
- Make recommendations to the Pier Facilities Supervisor for pier buildings, equipment, and maintenance procedures.
- Notifies Pier Facilities Supervisor of needed parts/materials; prepares and completes all required paperwork for repairs or maintenance; writes clear and concise reports in relaying pertinent information.
- Maintains required skills and knowledge by participating in approved training courses, including safety training.
- Conduct routine inspections of facilities to identify any preventative maintenance.
- Perform maintenance tasks such as replacing light bulbs, fixing plumbing issues, repairing basic electrical needs, AC maintenance, repairs on furniture, doors, windows, flooring, and roofing, and assembling and installation of fixtures, shelves, desks, curtains, cabinets, etc.
- Performs other related duties as required or assigned by Supervisor.

Education and Experience Requirements: Must be a High School graduate or equivalent. Must also have three years minimum of trade school and/or related experience or a combination of education and experience or proven experience as a handyperson or in a similar role. Must be well-organized with strong repair skills. A keen eye for detail and physical stamina are valued greatly. Additional requirements are as follows:

- Ability to read, write, and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Good communication skills and ability to interact professionally with clients and other staff.

Working Conditions: A General Facilities Maintenance Specialist spends approximately 2/3 of the time pier-side in warm, humid conditions and 1/3 of the time is spent on the ship in warm, humid conditions and possibly at heights. A General Facilities Maintenance Specialist may walk through parts of the battleship currently undergoing restoration with exposure to basic construction hazards.

Schedule: Five-day week, 40 hours. Monday through Friday. Some weekends and nights may be required.

Physical requirements: Work is physically rigorous and requires dexterity, flexibility, climbing and balancing. Handling and carrying equipment and materials weighing up to 50 lb. Potentially hazardous working environments require considerable alertness, attention, and following established safety standards and procedures.