



Position Title: Facility & Operations Specialist

Department: Operations & Guest Services

Reports to: Director of Operations

FLSA Classification: Full time, hourly, non-exempt

Salary: \$21-24 per hour

Job Summary:

Are you looking for a fun, collaborative, and unique working environment? Are you passionate about making a difference in the community? If so, we need your skills and talents. You can be part of the team leading Sacramento's exciting new attraction – the SMUD Museum of Science and Curiosity.

This individual must have a passion for keeping our LEED Platinum building and grounds in a safe, clean, upkept, and healthy condition; assists with MOSAC special events, and supports the efforts of our contracted custodial team by helping to train and communicate with the custodial vendor and staff. You will employ tools such as a Building Automation System (BAS) and a Computerized Maintenance Management System (CMMS) in your work. As a team member, you will be responsible for performing other related duties as assigned.

This position will work closely with the Director of Operations to perform a wide array of duties required for the upkeep of MOSAC's facilities, including special event support. MOSAC is looking for a dynamic and detail-oriented team member to be Facilities and Operations Specialist. This is a full-time, non-exempt position that consists of a varying schedule to fulfill business demand & event support.

General Duties and Responsibilities:

- Assess and prioritize maintenance and repairs to the building and equipment, making recommendations to the Director of Operations.
- Perform general building maintenance and repair tasks.
- Provide information during new staff onboarding regarding safety and use of our security and surveillance systems.
- Manage data input for the access control system and multiple alarm systems.
- Assign and track staff access cards, keys, and other building security features.
- Report immediately any safety, security and/or sanitary hazards or conditions.
- Focus on maintaining the cleanliness of the building and grounds, providing support to custodial and landscaping contractors.
- Assist the events coordinator with rental equipment logistics.
- Assist with set up and breakdown of special events.
- Drive a 12-passenger van to shuttle staff to offsite parking lot, as needed.
- Duties as the Facility Runner for materials/supplies pickup. (Company Vehicle Loaner Available)
- Provide input on facilities budgets.
- Reconcile all credit and other account expenditures.
- Maintain Material Safety Data Sheets (MSDS) Safety Program
- Maintain the van fleet; provide vehicle inspections; administer new driver tests (for staff van drivers).

Required Skills and Physical Requirements:

- Work flexible hours including weekends, some evenings and occasional overtime.
- Saturday availability is a requirement of this position.

- 2 years of experience as a maintenance supervisor (while this job currently has no direct reports, this skill level is essential).
- Knowledge of materials, methods, tools, and equipment used in cleaning and maintaining buildings and the safe use and application of tools and equipment including hand and power tools
- Strong decision-making and problem-solving skills.
- Strong knowledge of building trades, cleaning procedures and maintenance.
- Computer literate with capability in Outlook, MS Office, and related communication tools.
- Works well under pressure and meets tight deadlines.
- Knowledge of security and surveillance systems
- Solid understanding of health and safety regulations and practices.
- Effective budgeting and performance management.
- Great time management skills and self-motivated individual contributor
- Strong organizational and leadership skills, particularly in working well with a variety of staff, departments, and outside vendors.
- May require standing and walking 75% of the time, lifting up to a maximum of 50 pounds, and other physical actions that include stooping, kneeling, bending, standing, squatting/crouching, crawling, reaching above the shoulders, pulling and pushing, climbing ladders
- Operate a motor vehicle & maintain a valid CA driver's license.
- Certified or can obtain certification to operate aerial lift equipment.
- Read and write English at the necessary level for efficient job performance.
- High School Diploma or equivalent.

Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. This position is at-will and non-exempt:

- Full time position: Benefits include insurance (medical, dental, vision and life), 403b retirement plan, paid vacation, PTO and sick leave and 6 paid holidays.
- The final hiring for this position is contingent on passing reference checks, drug testing, and criminal background check.

Application Procedure:

- Apply via Indeed at: <https://www.indeed.com/cmp/Museum-of-Science-and-Curiosity/jobs?jk=eb6b433dbc10231a&start=0>
 - Complete job application online with an updated resume along with 3 references.

For more information about MOSAC: <https://visitmosac.org/> or visit us on social media.