



Position: Maintenance Technician  
Status: Exempt/Full-Time, Hourly  
Rate: \$15/hour  
Reports to: Facilities Manager  
Department: Administration

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### **POSITION SUMMARY**

Maintenance Technicians report to the Facilities Manager, and are responsible for the maintenance and janitorial care of ATC's facilities ensuring the safety and comfort of all staff and patrons. This includes: **Temple of Music and Art, the scene shop and administrative offices ("Country Club"), artists' loft apartments, and company-owned vehicles (currently 3), and non-theatrical equipment.** In addition to facility and equipment repairs, the Maintenance Technician will handle groundskeeping.

Maintenance Technicians must be organized and work collaboratively with all staff. This position requires a 40-hour work week, and includes work on weekends, evenings, nights, and holidays. There are 1-2 days off per week (usually Mondays, plus one other variable day).

This is a Full-time benefit eligible position. Benefits are active the 1<sup>st</sup> of the month following 30 days of hire and include medical, dental and vision options. PTO – 10 days per year accrued at 3.08 hours per bi-weekly paycheck. Sick Time – 40 hours per year accrued at 1 hour per every 30 hours worked. Paid holidays.

### **RESPONSIBILITIES**

#### Facility and Equipment Maintenance

- As directed by Facilities Manager, perform any maintenance and repairs that do not require an outside contractor:
  - minor plumbing: replace or repair leaks in drains, faucets, unclogging of drains
  - minor electrical: removing and replacing fuses, switches and outlets, lightbulbs, and cables
  - painting and basic carpentry for interior of buildings
- Respond to building and maintenance requests in a timely manner
- Ensure the facility is maintained to a high standard, including full compliance with codes/regulations, health and safety requirements

#### Janitorial

- Ensure that all spaces are tidy, clean, well-maintained and safe from hazards for performances and events as well as general, daily upkeep
  - Clean and stock restrooms, sweep/mop/buff/vacuum floors, dust, trash removal, spot cleaning, and window washing.
- Operate custodial power equipment (i.e. floor buffers, vacuums, etc.) safely

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- Perform basic plant care, landscape and groundskeeping

#### Building Management

- Ensure daily event-readiness of the full building, including room set up, furniture placement, and other set up as needed
- Fulfill requests for meeting room or special event set-up, such as moving and arranging tables, chairs, lecterns, risers, etc; Help with room/event set-up and strike as well as basic furniture movement when needed

#### Security and Safety

- Continually monitor ATC properties, ensuring the buildings are locked and secured

#### Vehicles

- Assist in routine maintenance on all company vehicles, driving vehicle to/from mechanic as required
- Ensure artistic vehicle(s) is regularly cleaned; schedule to be determined with the company management/production department.

#### PHYSICAL REQUIREMENTS:

- Able to lift up to 50lbs.
- Able to sit, stand, and walk for extended periods, including up/down stairs
- Able to climb and work atop a ladder
- Able to comfortably work in dim/dark environments. Work in enclosed spaces may be required.
- If necessary, due to the ongoing COVID-19 pandemic, ATC staff may be required to wear a KN-95 mask for a specific time period, or in specific locations. ATC will provide KN-95 masks.

#### SKILLS AND KNOWLEDGE REQUIREMENTS

- Must possess valid Driving License
- Must be able to take a criminal background check, and motor vehicle record check
- Basic DIY skills
- Experience using power tools
- Able to demonstrate the ability to listen and work well with varying staff (both inside and outside the department)
- Moderate troubleshooting, repair, and maintenance skills, required
- Basic knowledge in plumbing, electrical, HVAC, and automotive, as required
- Basic computer skills, preferred but not required