Buildings Maintenance Technician
Full-Time, year-round exempt status

Summary of Position:

The Buildings Maintenance Technician [BMT] is a full-time year-round position focused on the upkeep, preservation and repair of campus buildings (interior/exterior). To accomplish this, the BMT works closely with the Facilities Manager, Operations Supervisor, and the Studios Manager. Additionally, works with the Seasonal Staff and Campus Assistants. The BMT reports to the Facilities Manager.

Competitive salary with standard benefits package, retirement eligibility after 6 months, vacation, and sick leave.

Duties and responsibilities:

- Provide year-round coordination with key Pilchuck Glass School [PGS] year-round staff on day-to-day on-site activities.
- Maintains physical plant, campus buildings, and related machinery, including but not limited to: campus housing, laundry services and machine maintenance, detailed cleaning of all buildings, kitchen maintenance and cleaning, heating system maintenance, hanging drywall and painting, plumbing, tile work.
- Prepares all buildings, rooms, and offices, as needed for the program. Additionally, supports Studios Manager in studios as needed.
- Closes down and secures all buildings and utilities as needed, or when not in use for an extended period.
- Works closely with Seasonal Staff and Maintenance Coordinator during educational programs.
- Manages all buildings-related waste and recycling. Properly disposing of hazardous materials, electronics and batteries, with support from the Studios Manager.
- Facilitates the priorities of projects for scheduled building maintenance projects, as established by the Deputy Director and Facilities Manager.
- Provide appropriate assistance on the annual auction and special events as directed by the Director of Development. Work may include preparation and painting of pedestals/walls, organize lighting and tools required for event installation, and removal of artwork. Organize, pack and transportation of all necessary materials.
- Assists Grounds Maintenance Technician on specific projects as determined by Facilities Manager.
- Attends scheduled weekly staff meetings and all other required meetings.
- This role requires flexible hours to ensure work is completed in a timely manner.
- Other duties as assigned.

Required skills:

The BMT must have excellent organizational skills with a capacity to execute tasks with accuracy, consistency, efficiency, with an attention to detail. BMT must maintain a pleasant demeanor and professional work style, with an ability to function professionally in a community setting. This role requires the BMT to work independently.
and as part of a team with the ability to prioritize and handle multiple tasks under pressure. The BMT maintains a high level of honesty, integrity and confidentiality – along with a sense of humor.

- Knowledge of building maintenance, repair, and construction techniques.
- Experience and skills in carpentry, HVAC, plumbing, electrical, and drywall.
- Knowledge of machine and equipment maintenance, ability to perform repairs as needed.
- Knowledgeable and skilled in safe use and maintenance of hand tools, power tools, and mechanical equipment.
- Computer experience is preferred.
- Maintains a safe and healthy work environment.
- Knowledge of, or willingness to learn, environmentally-mindful cleaning and sustainable practices.

**Education and/or Work Experience Requirements:**

- High school diploma required. Bachelor’s degree or Associates Degree is preferred.
- Minimum 3-5 years of experience in building maintenance.
- Must have a valid driver’s license.
- First Aid, CPR, AED certification must be obtained within first 6 months of employment.

**Physical Requirements:**

- Ability to lift at least 50lbs, stand or sit for long periods of time and traverse rugged terrain
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing
- Must work indoors and outdoors year-round in a variety of conditions
- Must work in noisy and crowded environments
- Must be able to talk, listen, and speak clearly with fellow staff, program participants, and visitors

**TO APPLY:**

**Deadline to apply is Monday, March 23, 2020.** Email resume, cover letter, and contact information for 3 references to jobsearch@pilchuck.org. The email subject line should be “Buildings Maintenance Technician, [Your Name].”

**About Pilchuck Glass School:**

Pilchuck Glass School is an international center for glass art education. Our serene campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains amidst a working tree farm.

From May through September every year, Pilchuck’s Summer + Fall Program offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glassworking processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. Pilchuck also offers residencies for both emerging and established artists during the Fall and Spring.

New and experienced artists alike often make tremendous conceptual and artistic progress in their short time at Pilchuck. Combining a deep focus on glass, access to a variety of resources, a picturesque Pacific Northwest setting and an ever-expanding international community of artists, Pilchuck has become the most comprehensive educational center in the world for glass artists.