

Gettysburg Foundation	DATE PREPARED 11/2/2010	APPROVED BY
	DATE REVISED 9/25/2017	FLSA STATUS: Non-Exempt
Position Title Facilities Technician Level-2	Department Facilities	Reports to Facilities Manager
<p>Position Summary Assist in controlling the maintenance of equipment, machinery, buildings and housekeeping for all Gettysburg Foundation facilities as dictated. Will be responsible to perform general facility maintenance in both electrical and mechanical nature. Must possess people skills and be capable of communicating effectively with visitors and staff in a non-confrontational manner. Knowledge and enforcement of OSHA General Industry regulations is required.</p>		
<p>THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:</p> <ul style="list-style-type: none"> • Must be familiar with all procedures in the Operation Procedure and Safety Procedure Manuals • Will enforce Safety Rules and the Gettysburg Foundation Compendium of Designations, closures, Permit Requirements & Other Restrictions • Will be an active member of the Safety Committee and the responsibilities associated with being a Safety Committee member • Performs electrical and mechanical maintenance and preventative maintenance of equipment and facility related items. • Work with external companies to gain additional knowledge of their systems within this complex: <ul style="list-style-type: none"> HVAC BacNet building automation system Notifier / Honeywell fire and SAFE system Fire Protection system Pump house system and monitoring system Kohler and Cummins backup generators CCTV and access control systems Remote Integrated PLC Technology software (Systecon) Elevators and escalator systems Multistack chillers, Trane AHU units, Innovent ERU units and Aerco boilers • Work with Electrosonic Inc. and support vendors to gain knowledge on the following AV System Operations: <ul style="list-style-type: none"> Medialon System AMX System • Gain working knowledge of the Light Show Program: <ul style="list-style-type: none"> Marquee Lighting System Lightolier Controls System • Works with Facilities Manager to coordinate all environmental, safety and health issues related to the facility. 		

- Orders, inventories, and maintains adequate quantities of facility and equipment related supplies.
- Effectively use Microsoft Outlook to schedule PM's, track and issue work orders, maintain facility inventory and collect service history of facility equipment.
- Work with NPS and other supervisors to ensure effective use of equipment and adherence to policies, procedures, and regulations
- Works with and supports the Gettysburg Foundation security staff
- Oversees PM contracts with various mechanical and facility contractors
- On call status during afterhours for facility related issues

THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHERS.

THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Parking lot enforcement
- Assist Visitor Services with crowd and bus control as needed
- Assist and oversee After Hour Events within and on the complex
- Perform other related duties as requested.

EDUCATION/SPECIAL SKILLS/EXPERIENCE:

- Progressive maintenance and facility related work experience with a knowledge of heating, air conditioning and refrigeration.
- Knowledge of geothermal systems, heat pumps and energy recovery systems is an asset
- Knowledge of automatic temperature control systems is an asset
- Must be capable of using specialized meters, gauges, tools etc
- Good communication skills and the ability to work co-operatively with other departments
- Knowledge of environmental and safety regulations and best practices
- Ability to read and understand specifications, blueprints, equipment and electrical drawings
- Possesses a strong knowledge of computer fundamentals
- Electrical, mechanical and building code knowledge essential
- Valid driver's license
- Will take fire extinguisher training

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

- Ability to inspect received, in process, and finished goods compared to specifications
- Ability to lift, carry and climb onto a catwalk and mezzanine areas
- Ability to lift at least 50#
- Not afraid of working at heights where a safety harness is required
- Must be willing and capable of performing hands-on maintenance duties as conditions dictate

The Gettysburg Foundation retains the discretion to add to or change the duties of the position at any time.