

## **JOB DESCRIPTION – MAINTENANCE TECHNICIAN**

Duration of Position: Permanent

Hours: Full time, weekends and stat days will be required

### **About the Position**

The Maintenance Technician is part of the team responsible for keeping the Museum site and its buildings maintained, safe, clean and tidy, and open for business. Reporting to the Supervisor, Maintenance, Maintenance team members can be assigned to a variety of items ranging from simple maintenance and cleaning tasks to assisting with the creation of new exhibit components and technical inspections of a variety of electronics and mine equipment.

### **Duties and Responsibilities**

- Performing detailed daily inspections of the site and its assets for maintenance and safety purposes:
  - Tunnel condition and Interpretive mine equipment operation
  - Mill Show technical components
  - Site A/V equipment
  - Site buildings
- Utilizing reclaimed lumber for repairs to heritage buildings
- Painting new and old buildings both inside and out
- Completing building maintenance tasks as directed by the Supervisor
- Performing scheduled preventative maintenance tasks
- Assisting with larger renovation projects
- Assisting the Education team with certain projects
- Assisting with site event preparation and execution
- Skid-steer machine operation
- Site winterization and snow removal duties
- Documenting your work as appropriate
- Other duties as assigned

The Maintenance Technician will also be responsible for covering custodial duties as required when the dedicated Custodian is on off days. A brief outline of duties includes:

- Ensuring site washrooms are cleaned on a prescribed schedule to a high level of detail
- Sweeping and mopping interior floors as required
- Emptying garbage bins and sorting recycling
- Ensuring the outdoor spaces are clear of general waste
- Documenting your work as appropriate

### **Qualifications Required and/or Preferred**

- Minimum 1 year in a Maintenance or Operations role, or other combination of skills and experience
- Strong familiarity with safe use of hand and small power tools
- Carpentry experience preferred, other trades experience will be considered an asset such as electrical, plumbing, HVAC, or general mechanical
- Heavy equipment operation experience (skid steer, manlifts, etc.) desirable
- Legally allowed to work in Canada
- Knowledge of WHMIS/SDS, will train right candidate
- OFA Level 1, can be acquired after hiring
- Reliable transportation – no transit services to Britannia Beach

### **The Ideal Candidate**

- You have a keen attention for detail
- You can perform your duties without direct supervision and with a sense of initiative
- You're a team player, dependable, and know the importance of time management
- You can commit to a long-term relationship with the museum
- Can lift 35kg/77lb

### **About the Museum**

The Britannia Mine Museum is governed by the Britannia Mine Museum Society, a non-profit registered charity established to preserve the material and social history of mining in British Columbia and to educate the public about mining and the history of Britannia Beach. The organization is financially self-sustaining; it receives no government funding and relies on revenues, grants and donations for its operating costs.