JOB OPENING

CITY OF FARMINGTON

JOB POSITION #153: TEMPORARY FACILITIES TECHNICIAN - MUSEUM

NUMBER OF VACANCIES: 2 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Museum Center **HIRING RANGE:** $11.00/hourly
PAY GRADE: Temporary
DAYS WORKED: Varied **HOURS WORKED:** Varied
TYPE OF POSITION: Temporary, Part-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

ESSENTIAL DUTIES:

Works under the administrative guidance and direction of the Curator of Exhibits.

Helps develop, design and construct all exhibits for the museum system.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Assists with the installation and maintenance of all permanent, temporary and traveling exhibits.

Works with the Curator of Exhibits to fabricate exhibit components; as assigned.

Works with other city departments for work fabrication.

Assists with and designs all visual aspects for the Museum system including but not limited to; exhibits, river interpretive signage, directional/informational signage, store merchandise, displays, marketing/advertising displays, and visitor information booth.

Assists in maintaining a complete inventory of all tools, exhibits and equipment.

Oversees maintenance of exhibit shops, exhibit furniture and cases.

Ability to establish and maintain effective working relationships with co-workers, volunteers, supervisors, and other City personnel.

Ability to effectively deal with the public.

Ability to work varied schedule including weekends, evenings and holidays.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of the position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

High school diploma or GED equivalent required.

Extensive background checks required**.**

Minimum of three years experience working in a museum or similar facility with a background in designing, fabricating, installing and managing exhibits or an equivalent combination of education and experience to sufficiently perform the requirement of the position.

Ability to organize, direct, and mange activities and projects.

Ability to work independently and exercise good judgment.

Ability to meet deadlines.

Ability to communicate effectively verbally, in writing, and electronically.

Ability to work in stressful situations with members of the public, outside production crews and casts, as well as other City employees.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Some knowledge of drafting practices, project management skills and exhibit fabrication standards and resources. Ability to identify and resolve problems.

Ability to read blueprints.

Ability to operate tools and equipment listed.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Knowledge of computer hardware and software in communications, design and fabrication of exhibit components.

Theater equipment including lighting, test and sound engineering equipment. various hand and power tools including hammers, power saws and drills, motor vehicle, telephone, mobile radio and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must be able to climb to heights of 30' or higher in order to hang lighting and sound equipment. The employee must have the ability to climb ladders, trusses and rock formations.

The employee may frequently lift and/or move up to 50 pounds individually and occasionally lift and/or move more than 100 pounds with assistant. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside and outside the Museum.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

The noise level in the work environment is moderate.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.

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