



Empowered children.  
Engaged parents.  
Energized communities.

## Position Description – Maintenance Technician

Reports to: Operations Manager  
Classification: Part-time – approximately 15-20 hours per week  
Compensation: \$15-18/hr

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### Position Summary

The Building for Kids, Inc. is one of the largest and most exciting children's museums in Wisconsin. As a growing organization, we are seeking a Maintenance Technician to maintain our exhibits and facilities. This newly developed position will oversee the maintenance of our exhibits and facility and have the knowledge to troubleshoot and perform repairs to keep our hands-on exhibits operational at all times.

### Primary Job Responsibilities

- Oversee and perform maintenance and preventative maintenance on facility and exhibits
- Assist in staff training for facility safety and security practices
- Ensure that exhibits remain fully operational
- Manage maintenance schedule for exhibits and facility updates
- Assist in the development of new hands-on exhibits
- Other duties as assigned

### Desired skills:

- Experience in facility management or maintenance
- Experience or knowledge working with various shop tools
- Prior experience working in an environment full of children and families
- Excellent written and verbal communication skills
- Attention to detail and highly organized
- Basic knowledge of Microsoft office suite
- Ability to lift and carry heavy items

**Application:** Please send a cover letter with resume to [jobs@buildingforkids.org](mailto:jobs@buildingforkids.org)

*The Building for Kids, Inc., is an Equal Opportunity Employer*

