



Position Title: General Maintenance Foreman

Reports to: Facilities Manager

MIM is the top attraction in Arizona, a one-of-a-kind immersive experience and industry leader using specialized technology to elevate the guest experience. In addition to its galleries, MIM has an acoustically superb theater, concert series, museum store, and award-winning cafe.

This position will ensure MIM is a world-class facility maintained for the generations to come. This position will be responsible for the preventive maintenance, operations, and repair of the building facility systems. The successful candidate will accurately assess and plan for optimal building maintenance, develop schedules, procure materials, coordinate vendors, and mentor technicians/helpers. This position supports the Facilities Manager as a leader, and also will perform maintenance work as part of the team.

Responsibilities

- Assist with developing a weekly schedule for the team and keep track of progress in Planner. Review and keep up with maintenance logs, and finish any paperwork required for a task.
- Schedule and coordinate approved vendors to complete work in a timely manner.
- Asset Management - Maintain and fix machinery, equipment, and other tangibles. Ensure that every building component is in good operating order. Ensuring that the tools needed for repairs and maintenance are available to the maintenance team.
To ensure for equipment and facilities:
 - the implementation of preventive maintenance programs and special maintenance
 - the notification of obsolete equipment
 - the collection and entry of data necessary to update the facility/equipment management logs;
 - maintain proper inventory of spare parts in anticipation of routine and special maintenance demands;
 - that the quality of machine, equipment or plant maintenance operations, including those carried out by third parties, is in line with reference standards;
 - coordination of maintenance personnel, proposing technical improvements
- Project Management – Assist Leading large projects that involve collaborating with different teams. Ability to establish and maintain professional working relationships with all museum staff and vendors. Assign tasks and deadlines, keeping track of development, and ensuring the project is finished on schedule and under budget.
 - Electrical Systems - Ability to read electrical system schematics and comprehend how various electrical equipment interacts with one another.
 - Plumbing - Analyze problems with current plumbing systems and make repairs as necessary.
 - HVAC - Maintain HVAC systems.
- Assist with developing Safety Plan for the Facilities team.
 - Establish proper safety protocol for all team members. Be familiar with Occupational Safety and Health Administration (OSHA) regulations and maintain compliance.

Essential Skills & Qualifications

The successful candidate will be a proactive self-starter with attention to detail, excellent follow-through skills, and the ability to plan and think critically when completing tasks.

- Training in any electrical, plumbing, structural, or mechanical trades.
- 5+ years facilities maintenance experience.
- Valid Driver's license.
- Knowledge of MS Office, CMMS, EMS/BAS
- Communication - Ability to convey technical specifics so that everyone involved knows what to do. Communication also involves listening to the opinions and suggestions of your coworkers.
- Ability to read schematics, organize and follow up on incidental carpentry, masonry, painting, and plaster work to ensure it meets MIM brand standards.
- Scheduling and Planning - Draft project proposals for approval and plan for the upkeep of projects. Prioritize and use Planner software to complete all duties on schedule.
- Problem-solving - The ability to recognize problems at work and find solutions to them. Preserve the equipment and worker safety while ensuring facilities are used effectively. Identify issues and solutions to maintain the health of the company's resources.
- Preventative Maintenance – Ability to spot potential equipment problems and take action to stop them from happening. Troubleshoot the maintenance of the building's mechanical systems, electrical components, and other equipment to ensure they keep working.
- Leadership - offer mentoring and direction and provide comments on projects that improves outcomes.
- Technical Expertise – develop knowledge of how each piece of equipment functions, how it works with other equipment, and any problems that could occur if routine maintenance is not done.
- Knowledgeable in safety requirements for major turnaround and maintenance activities.

Physical Demands:

- Ability to lift 100 pounds.
- Able to work from a ladder, lift, and overhead while adhering to applicable safety practices.
- Ability to smell smoke or chemicals.
- Must be able to work in heat or cold and outdoors.
- Ability to operate hand and power tools.
- Ability to learn new skills and share knowledge of acquired skills.

Apply Here: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=472261&source=CC2&lang=en_US