Florida Oceanographic Society

Job Description

Position: **Operations Technician**

Basic Purpose

Responsible for working as part of the Operations and Maintenance department to provide general operations and maintenance of all facilities including buildings, exhibits, signs, displays, nature trails, plant nurseries and grounds. Responsible for minor repairs to facilities and equipment. The Operations Technician is supervised by the Operations Manager. Work directions and priorities are given by the Operations Manager as direct supervisor

Job Responsibilities:

1. Perform routine preventive maintenance on equipment, facilities and buildings including changing filters, periodic running of generators and painting exposed exterior and interior surfaces. Perform routine waste disposal including trash and recycle waste.
2. Perform minor repairs to broken or damaged equipment, buildings, facilities including exhibits and nature trails. Perform daily surveys of nature trails and repair and maintain all trails for safe visitor passage.
3. Maintain clean and safe areas including storage of all materials, equipment and supplies.
4. Maintain adequate supplies for routine maintenance and repair.
5. Assist with keeping a good appearance to all landscape and grounds including mowing grass, weeding and cultivating landscape around buildings and facilities.
6. Supervises and works alongside volunteers engaged in maintenance, repair and operations work.
7. Ability to expedite daily work without error
8. Ability to be flexible on priority work tasks
9. Perform other tasks as assigned by the Operations Manager or the Director of Administration and Operations.

Qualifications

Minimum high school degree and 2 years experience in operations and maintenance. Basic plumbing and carpentry knowledge required. Able to lift 50 pounds and operate vehicles, equipment and machinery. Florida driver's license required.