



*Our Mission:*

*To preserve the heritage, maintain the character and promote the vitality of Peninsula, Ohio and the Cuyahoga Valley by engaging the community through arts and educational programming and historic preservation.*

**Job Title:** Maintenance Technician

**Non-exempt:** 30-40 Hours per week. Hours vary depending on workload

**Reports To:** Executive Director and Property Manager

Job Overview: Complete daily tasks as assigned by the Maintenance Supervisor, Property Manager or the Executive Director to include work orders and other projects such as painting the interior and exterior of buildings, landscaping, all forms of interior and exterior building maintenance and other duties as assigned. Must be able to follow all established rules and regulations of the Peninsula Foundation. Other duties as assigned by either the Maintenance Supervisor, Property Manager or the Executive Director

**Responsibilities and Duties**

- Perform capital repairs to properties and equipment as designated through the work order process or under the direction of the Maintenance Supervisor, Property Manager, or the Executive Director
- Assist with set up for private or public events

**Qualifications**

- Knowledge of approved refinishing methods, construction and repair methods, and approved materials for historic preservation and rehabilitation of historic properties
- Working familiarity with Peninsula Foundation maintenance tools and equipment, painting equipment, landscaping equipment, and Foundation processes and procedures
- Basic knowledge of electricity, plumbing, carpentry, masonry and HVAC
- Physical strength and ability to perform heavy manual labor, including frequent bending, walking and heavy lifting for extended periods in uncomfortable conditions and in all types of weather as necessary
- Valid driver's license
- Must be safety conscious
- Excellent communication skills
- Ability to understand and follow oral and written instructions
- Flexibility to work extended hours to complete tasks
- Able to make decisions independently, with sound judgment
- Ability to find solutions when presented with challenges