



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
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## Position Announcement

# MAINTENANCE TECHNICIAN I

The Maintenance Technician assists with procurement, assembly, testing, installation, and maintenance of facility systems and equipment for Observatory facilities and systems. Although this position primarily supports the Astronomy Discovery Center (ADC), and Mars Hill telescopes, the Maintenance Technician may perform similar duties at other facilities of Lowell Observatory, including the Lowell Discovery Telescope (LDT) and Anderson Mesa campuses. This position is a member of the Technical Facilities group and reports to the Technical Facilities Manager.

The list of qualifications/experience/education is a wish list not a checklist. We encourage anyone with an aptitude to learn and expand their skillset to apply even if they do not meet all of items on the list. This position offers opportunity for on the job training.

### RESPONSIBILITIES

- Facilities (including existing telescopes) inspection, maintenance, repair, troubleshooting
- Routine maintenance and safety inspections of systems and exhibits
- Equipment (including tools, spares, and PPE) repair/assembly/testing, organization and storage, procurement/inspection/verification
- Basic custodial work, including spot clean up during operating hours
- Perform minor electrical tasks including repairing and replacing light switches, receptacles, lamps of all types, fluorescent ballasts, exit fixtures, emergency light fixtures, lamp holders, and lamp sockets, fuses and circuit breakers, small motors, conduit, electrical panels, exit signs, and fire alarm elements
- Perform minor plumbing tasks including replacing pipe, water heaters, plumbing fixtures, soap tanks and dispensers, toilet seats, faucet washers, flushometers, gaskets, and valves; clears plumbing stoppages; and cleans sediment traps and drain pans.
- Operation of facility aerial work platform, bridge crane, forklift, and skid-steer loader
- Assist with: clearing snow during winter
- Assists with installation and removal of exhibits and traveling shows and program support components
- Support visitor experience through the ADC
- Other duties as needed and directed by the Technical Facilities Manager

### QUALIFICATIONS

- Attention to detail with an ability to maintain clean work areas free of hazards
- Ability to prioritize, work effectively during time critical periods, and complete tasks on schedule
- Self-motivated, and able to effectively support operation and maintenance of facility and telescope systems

- Strong troubleshooting abilities of mechanical and electrical systems
- Time management skills to accommodate the demands of a high-pressure/volume workload characterized by numerous competing actions, projects, and issues that may frequently be highly complex and technically challenging in nature.
- Ability to collaborate with other maintenance staff, contractors, and vendors as needed
- Ability to communicate effectively orally and in writing

## EDUCATION/EXPERIENCE

The Maintenance Technician-I should possess a minimum of trade school certificate or associate’s degree in mechanical technology, or equivalent military training, or 2 or more years of relevant experience. Experience including heavy equipment operation, machine tool operation, mechanical equipment assembly and maintenance, and general facility maintenance is desired. Experience with HVAC systems is a plus. The candidate must have the ability to read and understand engineering drawings and documentation, and should be familiar with MS Office software. OSHA crane and general safety certification is a plus. Low voltage and plumbing experience is a plus.

## WORKING CONDITIONS

The Maintenance Technician will be required to perform physically demanding tasks including climbing ladders, bending, lifting (up to 50lbs), using heavy equipment and tools; and occasionally working in confined spaces and heights. Outdoor work is occasionally required, including under inclement weather conditions. Will require ability to sit/stand for prolonged hours with ability to climb or crawl when needed. The role may require overtime to meet project deadlines or to address unexpected situations. Moving throughout the campus on sometimes uneven terrain. Driving is required for the position and the Maintenance Technician must be prepared to drive in inclement weather and at night. Ability to communicate effectively in written or spoken form is a must.

<b>Status:</b>	Full Time, Regular 40hrs/week
<b>Hours:</b>	Monday – Friday (Generally during business hours, with some flexibility to schedule) Some nights and weekends may be required but will be infrequent.
<b>Compensation:</b>	\$22-\$28/hour DOE (we also pay a bonus of \$4/hr during heavy snow for snow removal)
<b>Compensation Type:</b>	Hourly
<b>Benefit Eligible:</b>	Yes*
<b>FLSA Classification:</b>	Non-Exempt
<b>Location:</b>	Flagstaff, Mars Hill Campus, LDT, and Anderson Mesa

**To Apply:**

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three professional references

**Position is open until filled**

\*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

### **Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of one of the mountains sacred to indigenous tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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