



## Position Announcement

<b>Position Title:</b>	Facilities Specialist
<b>Job Classification:</b>	Part-time/Non-Exempt
<b>Salary:</b>	\$15-\$17 per hour
<b>Location:</b>	Melbourne Beach, FL

**Job Summary:** Works under the general supervision of the Florida Program Manager and Facility Manager. The Maintenance Technician performs a variety of semi-skilled and skilled tasks in the maintenance and operation of the Institute's laboratory and associated properties in Melbourne Beach, Florida. This position will be required to work a flexible schedule including occasional evenings and weekends. This position is also on call as required for security and emergency maintenance after normal business hours.

### **Responsibilities/Job Duties include:**

- Implement preventative maintenance of buildings, equipment, vehicles, and vessel to maintain cleanliness, safety, and security.
- Oversee and coordinate the work of facility and equipment service contractors, vendors and volunteers.
- Conduct weekly service inspection of scientific and facilities equipment.
- Assist the IT Manager with basic computer network support.
- Assist with facility chemical safety plan reviews and compliance.
- Assist in maintaining emergency backup equipment and hurricane preparedness.
- Order facilities supplies.
- Support on-site and off-site research projects.

### **Qualifications:**

- Ability to effectively work both independently and as part of a team.
- Required skills include basic mechanical, electrical, carpentry, and plumbing; previous experience with small vessels and/or marine laboratories a plus.
- Must possess valid Florida driving license and insurability to drive an HSWRI vehicle.
- Working knowledge of Microsoft Office (e.g., Outlook, Word, Excel)

### **Physical Requirements and Working Conditions:**

- Must be able to work in an outdoor setting subject to weather exposure, to use standard facility maintenance equipment and tools, and to use a computer.
- Must be able to lift and carry up to 50 lbs. and team move 80 lbs. work on ladders, and swim sufficiently to self-rescue.
- Must comply with HSWRI safety policies regarding lock out/tag out and donning, doffing and care of personal protection equipment (PPE).
- Must be able to read printed and electronic materials and to communicate effectively in person and over the telephone.
- Support a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.
- Available to work Monday, Wednesday, Friday, and occasionally on evenings and weekends (other schedules may be considered).

### **Tools and Equipment Used:**

Various hand and power tools used for building and site maintenance including saws, power lifts, motor vehicles, power-washer, mowers, clippers and weed-trimmers.

*Hubbs-SeaWorld Research Institute is committed to a diverse, equitable, and inclusive work environment where all trustees, staff, volunteers, collaborators and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, representation, and advancement in all areas of our work.*