

THE JOSLYN

FACILITIES

Job Title

Maintenance Lead

Employment Status

Full-Time | Exempt

Department

Facilities

Location

On-Site | In-Person

Reporting Responsibility

Facility Manager

Position Summary

Responsible for the maintenance, repair, and general upkeep of the Museum and Sculpture Garden, including facility equipment and building systems. Supports the safe and efficient operation of all physical spaces, assisting with preventative maintenance to help preserve the integrity and function of Museum facilities.

Major Duties

The following responsibilities are listed in no particular order, as each one plays a vital role in the success of the Museum. All tasks are essential to our daily operations.

- Ensure compliance with federal, state, and city regulations by performing building maintenance and operations safely
- Conduct daily inspections of the Museum's physical plant to identify and address maintenance needs
- Maintain accurate records of daily utility usage
- Support the Facility Manager in implementing a preventative maintenance program for major equipment
- Assist in monitoring HVAC systems and scheduling daily operations using a computerized environmental control system to maintain required gallery temperature and humidity levels
- Report maintenance issues to the Facility Manager in a timely manner
- Perform routine repairs and maintenance; coordinate with contractors for larger or specialized projects and verify completed work meets standards
- Conduct inspections and assist with repairs for elevators and fire protection systems, including monthly elevator fire service testing
- Maintain cleanliness and organization of machine rooms, access tunnels, and other mechanical spaces
- Provide general support to the Building and Grounds team as needed
- Respond to after-hours alarms as on-call support, either remotely or on-site as required
- Adhere to policies and procedures outlined in the Employee Handbook
- Perform additional department-related duties as assigned

Physical Qualifications

Mobility and Physical Demands

- Walk, crouch, bend, and move continuously throughout the day, except during scheduled breaks
- Stand for extended periods while performing maintenance and repairs
- Navigate tight or confined spaces, such as mechanical rooms and crawl spaces
- Lift up to 50 pounds and push, pull, or maneuver heavy tools, equipment, and materials

- Safely transport supplies across a variety of terrains and surfaces

Tool Use and Coordination

- Use hand and power tools with accuracy and control
- Perform tasks requiring fine motor skills, including wiring, painting, and plumbing
- Operate maintenance equipment safely, such as lifts, carts, and small machinery

Environmental Conditions

- Work in a range of temperatures, including outdoors and non-climate-controlled areas
- Tolerate exposure to dust, dirt, and other airborne particles
- Use standard building maintenance chemicals safely and regularly

Sensory and Communication Abilities

- Read and interpret manuals, SCHEMATICS, and safety information
- Detect maintenance issues visually and by sound, such as leaks, electrical faults, or alarms

Minimum Qualifications

- Minimum of five (5) years of experience in multi-discipline building maintenance, including electrical, structural, mechanical, HVAC, plumbing, and computerized environmental control systems
- Proficient in standard office software, with strong verbal and written communication skills
- Must pass a background check and possess a valid driver's license with access to a reliable vehicle
- Must have access to a personal computer with reliable internet for remote monitoring of building systems
- Must have access to a cell phone with an active service plan
- Willing to work overtime as needed and able to respond to Museum emergencies within 20 minutes

Preferred Qualifications

- Experience with steam and chilled water HVAC systems
- Strong organizational, interpersonal, and problem-solving abilities, with attention to detail
- Ability to prioritize tasks and responsibilities without direct supervision

Compensation

Salary: \$48,000 – \$52,000

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

PLEASE SUBMIT YOUR COVER LETTER AND RESUME VIA EMAIL TO careers@joslyn.org, AND INCLUDE THE JOB ROLE IN THE SUBJECT LINE. Joslyn Art Museum is committed to fostering a welcoming and unbiased hiring process that offers opportunities for all candidates. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.