



## **JOB DESCRIPTION**

### **Full time Maintenance Technician**

#### **The Organization**

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative.

The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

#### **Position Summary**

Under the direction of the Director of Plant Engineering and Facilities Management this qualified individual will maintain and repair all DSO buildings and facilities, assist in overseeing contractors and perform a variety of maintenance tasks relative to the department needs.

#### **Specific Duties and Responsibilities**

- Perform electrical, plumbing, carpentry, locksmithing, drywall repairs, painting and equipment repair in accordance with DSO standards
- Assist Facility Engineer with HVAC tasks
- Move/assemble/relocate office furniture; make desk/cubicle/chair/file cabinet adjustments and repairs
- Roof inspections including flashing, parapet walls, drains, etc.
- Install/repair/replace lighting fixtures, switches, ballasts, bulbs and its associated wiring
- Install/repair/replace plumbing fixtures (sinks, faucets, drain lines, sump pumps, etc.)
- Participate in overseeing onsite contractors
- Be capable of working in all DSO properties including the parking structure and the archive building
- Be capable of prioritizing necessary repairs and renovations
- Ensure the building(s) are in compliance with the Americans with Disabilities Act and all other Federal, State and City guidelines
- Manage facility maintenance supplies, materials and equipment, monitor inventory, load/unload and stock all materials and supplies
- Assist in special event set-ups within the DSO family of locations
- Must be willing to respond during off shift hours in the event of an emergency
- Must have and maintain a valid drivers license
- All other relevant duties as assigned

## **Experience and Requirements**

- Minimum of 5 years varied maintenance responsibilities
- Proven ability to address each of the specific duties and responsibilities listed above
- Familiarity with work order systems
- Familiarity with current Life Safety Codes and their specific applications
- Ability to troubleshoot unfamiliar equipment and make the necessary repairs
- Ability to handle multiple tasks in an efficient manner
- Proven organizational and planning skills
- Excellent interpersonal skills and strong negotiation skills
- Excellent written and verbal skills
- Proven ability to work with high energy at a very fast pace with ever changing departmental job duties and projects
- Interest in the arts and/or classical music a plus

**Reporting Responsibility:** Director of Plant Engineering and Facilities Management

**Supervisory:** None

## **Personal Attributes and Competencies**

- Dynamic self-starter with entrepreneurial spirit who can think strategically and provide solutions
- Decisive, quick study with proven ability to accurately analyze information and take action
- Collaborative individual who is passionate about building relationships across the organization
- Proven ability to work unsupervised to complete projects and initiatives through to successful, on-time completion
- High energy with a positive attitude and the ability to provide superior patron service
- Be a willing participant in daily team meetings, safety meetings and one on one meetings
- Sensitive to the needs of individuals and able to maneuver within multiple departments to complete ever varying tasks
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity, and patience
- Ability to treat confidential and private information with discretion

**\*The essential duties for this position require in-person interaction with staff, musicians and/or guest artists. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employee's working in this position.**