



POSITION DESCRIPTION

Title:	Chief Engineer
Classification:	Exempt
Schedule:	43 Hours/week; day shift; rarely, but occasional evenings and weekends.
Salary:	\$1,892, bimonthly, \$22/hr

Position Summary:

The Chief Engineer of the Chippewa Valley Museum is responsible for day-to-day maintenance of the 9 buildings and historic houses operated by the museum. This position is also responsible for coordinating care of grounds and set-up/breakdown of special events. This position reports to the Director of Operations.

I. PHYSICAL PLANT

A. Routine and Preventative Maintenance

1. Provide maintenance as needed for exhibits, structures, appliances, HVAC, electrical, plumbing, and other physical plant equipment and fixtures.
2. Identify, coordinate, and supervise work of maintenance contractors and service companies. Review work prior to acceptance.
3. Maintain safety and security of the buildings, reporting security and safety concerns to the Executive Director.
4. Follow, be aware of and familiar with local construction, building and safety codes.

B. General Repairs and Construction

1. Perform facility inspections and report on condition affecting operations.
2. Provide repairs whenever possible, reporting any repairs that require outside services to the Executive Director.
3. Carry out construction that is within the capabilities and equipment of the museum.
4. Maintain a clean and clutter free workshop and ensure that workshop equipment in good working order.
5. Coordinate the work of outside contractors. Review outside work prior to acceptance.

C. Custodial

1. Set-up/break down furniture and equipment for events, rentals, and programs, as needed, in coordination with other staff and the patron's rental agreement.
2. Keep outside walkways clean and exit doors clear.
3. Ensure the general cleanliness of the buildings in concert with the museum's curators.

II. DEPARTMENTAL ADMINISTRATION.

- A. Monitor vendors, suppliers, and contractors.
- B. Maintain records and submit reports when requested.

III. PERSONNEL.

- A. **RELATIONSHIPS.** Promote team culture in all working relationships with staff and volunteers.

- B. **DELEGATION OF AUTHORITY.** The Engineer may delegate responsibilities to other staff, paid or unpaid. Delegation of duties in no way absolves the Engineer from accountability to the Executive Director and the policies of the Board of Directors.

- C. **HIRING AND TERMINATION.** Ultimate responsibility for hiring and termination of all museum personnel lies with the Executive Director. However, the Engineer will:
 - 1. Assist in recruitment and selection of qualified personnel to fill related positions authorized by the Board of Directors.
 - 2. Recommend termination for poor performance, a violation of safety protocols, absence, or abandonment.

- D. **SUPERVISION AND EVALUATION.** The Engineer is responsible for the training, supervision, discipline, and evaluation of personnel under his or her direction, whether paid or unpaid. The Engineer shall:
 - 1. Report to the Director of Operations on employee performance;
 - 2. Obtain approval of the Executive Director for any performance that requires disciplinary action.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

This position involves standing, walking, sitting, and reading, climbing ladders, kneeling, and crawling in/through low spaces. It requires the ability to lift a maximum of 50 lbs. The position also requires occasional outdoor work in varying temperature and humidity environments. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The Chippewa Valley Museum is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this organization to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this organization intends to comply fully with all federal and state laws and the information requested or described will not be used for any **purpose prohibited by law.**

SIGNATURES:

EMPLOYEE:	DATE:
EXECUTIVE DIRECTOR:	DATE: