



DEPARTMENT OF

# ARTS BUSINESS AND CULTURE

## GENERAL MAINTENANCE TECH-Salisbury Zoo

Salary: \$36,252.00

Type: Full Time

Benefits: Full Benefits Package

Date Posted: 06/06/2024

### About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

### Profile

Under the supervision of the Zoo Director, the General Maintenance Technician is responsible for the upkeep of the Salisbury Zoo's facilities and animal exhibits. In this position, duties will include, but not limited to, conducting quality assessments, scheduling and performing repairs, maintaining inventory and developing preventative maintenance procedures. The ideal candidate will be a jack-of-all-trades with experience in plumbing, carpentry, painting and equipment maintenance and repair. Performs other duties as assigned.

### Preferred Education

High School Diploma or G.E.D.

### Preferred Experience

At least 3 years of experience working construction or general maintenance experience.

### Requirements/Certifications

General knowledge of plumbing, electrical and carpentry; strong attention to detail and project development; ability to work independently.

### How to Apply

1 Visit [salisbury.md/apply](https://salisbury.md/apply)

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

Classification Title: General Maintenance Technician

Grade: 2/1

Department: Arts, Business and Culture Department (ABCD) – Salisbury Zoo

FLSA Status: NE

Eligible for Remote Work: No

Date: 6/5/2024

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**Position Profile:** Under the supervision of the Zoo Director, the General Maintenance Technician is responsible for the upkeep of the Salisbury Zoo's facilities and animal exhibits. In this position, duties will include, but not limited to, conducting quality assessments, scheduling and performing repairs, maintaining inventory and developing preventative maintenance procedures. The ideal candidate will be a jack-of-all-trades with experience in plumbing, carpentry, painting and equipment maintenance and repair. Performs other duties as assigned.

#### **Duties and Responsibilities**

**Administration/Department Administration:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner. Performs repairs on existing exhibits while coordinating efforts for new constructions.

- Works independently with minimal day to day supervision.
- Conduct general plumbing, electrical and carpentry tasks.
- Ability to carry out detailed written and oral instructions.
- Work involves continues reviews of materials and work methods to assure each part of the project is completed according to plan and specifications.
- Coordinate and document quarterly exhibit inspections.
- Maintain clean work area, tools and equipment

**Skills Proficiency/Strategic Planning:** Manage policies and procedures that are specific to the Zoo's Maintenance Division.

- Responsible for managing the Work Order and Shop Management systems.
- Member of Master Planning Committee
- Effectively prioritize and multitask with attention to detail.
- Keep Zoo Director informed of unusual or detrimental conditions including equipment malfunctions and process problems.
- Ability to read and understand blueprints and construction drawings

**Leadership/Team Leader:** Provides strong guidance and oversight of project management.

- Works closely with the animal care team, veterinarian and education staff to address maintenance issues and coordinate projects.

- Act as liaison for the Salisbury Zoo with other City departments including Field Operations and Department of Infrastructure and Design.
- Collaborate with stakeholder groups.

**Stewardship/Financial:** Prepares and manages portions of the capital and operating budgets within established guidelines.

- Experience managing department budgets.
- Approve and track daily spending of designated accounts.

**Development/Leadership Development:** Engage in leadership development and learn about career advancement.

- Attend opportunities and/or training for department staff to engage in professional development, career advancement and other City initiatives to improve interdepartmental relations, and increase the department's effectiveness and efficiency in serving the general public.
- Works on improving leadership skills by attending relevant meetings and trainings.

#### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

#### **Required Knowledge, Skills, and Abilities:**

- Working knowledge of City policies and procedures.
- Some knowledge of zoological policies and practices.
- Effectively communicate with the public courteously and tactfully at all times.
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- Follow written and oral instructions.
- Effectively prioritize and multitask with attention to detail.

#### **Education and Experience**

- High School Diploma or G.E.D.
- At least three years of experience working construction or general maintenance experience
- State Driver's License
- Ability to Pass DOT Physical

- Current CPR/First certification or able to achieve certification within 6 months of hire.

**Physical Requirements**

Work requires considerable physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working with animals, equipment and machinery and observance of traffic signals when driving. May require working in adverse weather conditions.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.