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**SANCTUARY EXPLORATION CENTER
MAINTENANCE SPECIALIST
JOB ANNOUNCEMENT**

INTRODUCTION

Marine Sanctuaries are designated under the authority of Title III, of the Marine Protection, Research and Sanctuaries Act of 1972 to protect unique marine resources, coordinate research, enhance public awareness and promote multiple compatible uses of these special areas. Monterey Bay National Marine Sanctuary (MBNMS), the nation's largest continental sanctuary, encompasses more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life.

The California Marine Sanctuary Foundation (CMSF) was founded in 1995 to enhance the understanding and protection of the Monterey Bay and Channel Islands National Marine Sanctuaries, and other coastal and ocean resources of California.

BACKGROUND

MBNMS opened its premiere interpretive center in Santa Cruz, CA the summer of 2012. The Sanctuary Exploration Center (SEC) is a state of the art education and interpretive center offering high quality multimedia exhibits, educational programs, lectures and film to an anticipated 100,000 visitors annually. In addition to exhibits, the Sanctuary Exploration Center includes a teaching classroom, administrative offices, a gift store and a catering support kitchen. At 12,300 square feet, this Center is designed to meet U.S. Green Building Council's standards for Leadership in Energy and Environmental Design (LEED) achieving a minimum of GOLD rating. The Sanctuary Exploration Center is free to the public and open five days per week year round. The Sanctuary Exploration Center contributes substantially to the education mission of NOAA's Office of National Marine Sanctuaries and serves the residents of and visitors to Monterey Bay, with the majority coming from the greater Northern California and Central Valley areas. The Center encourages visitors to examine the remarkably productive marine environment in the Monterey Bay region, the issues impacting the sanctuary and their personal roles in protecting one of our nation's national treasures.

Under the supervision of MBNMS' Deputy Superintendent, the Exploration Center Maintenance Specialist oversees facility, exhibit and grounds maintenance keeping all aspects clean, operational and available for public use.

ASSIGNMENT

This is a term-employment position through the California Marine Sanctuary Foundation, on

assignment to Monterey Bay National Marine Sanctuary. The employee shall work with MBNMS and CMSF staff to:

1. Ensure excellent operation of the Sanctuary Exploration Center by providing facility maintenance, upkeep, evaluation and repair. Identify, analyze, recommend and complete necessary paperwork to improve facility operations. This includes:
 - Facilitate maintenance of all building systems for optimal functional operation (e.g. HVAC, emergency systems, solar, garden, elevator, plumbing).
 - Ensure building and exhibits physical space are maintained and cleaned on a regular basis.
 - Schedule and coordinate contractors for janitorial, landscaping and other building services.
 - Troubleshoot facility related problems/issues as needed.
 - Develop and maintain a monitoring program to ensure that the related green-building aspects of the facility are appropriately functioning. Track utilities use.
 - Maintain the freshwater system for a 14,000 gallon tank.
 - Maintain all facilities records related to overall facilities operations, purchasing and maintenance, including a maintenance expenditures spreadsheet.
 - Maintain an online, year-round calendar of scheduled and completed facility maintenance.
 - Complete all necessary paperwork to purchase and maintain equipment and supplies for the Exploration Center.
2. Perform a variety of semi-skilled work in facility maintenance, repair and minor upkeep including some plumbing, filter maintenance, exhibit maintenance and light fixtures.
3. Investigate, assess and report on deterioration of or damage to the Sanctuary Exploration Center's interpretive exhibits and facility infrastructure. Assist, develop and oversee work on displays and exhibits indoors and outdoors.
4. Assist in ensuring proper safety standards are incorporated in staff and visitor areas.
5. Perform other duties as assigned by the Deputy Superintendent or Center Director from time-to-time.

CRITICAL OUTCOMES

The following critical outcomes will result:

- A fully functioning and clean building and grounds that provides state of the art exhibits to at least 60,000 visitors per year and conducts facility rentals, special events and education programs.
- Provide a safe environment for any visitor to the center and for the MBNMS staff
- Provide maintenance records and track expenditures throughout the year.

REQUIRED KNOWLEDGE & SKILLS

- Three (3) or more years of professional experience with facility maintenance.
- Day-to-day experience operating building systems (e.g. heating, lighting, plumbing, electrical, fire/life safety, and elevators) and grounds in a public facility.
- Highly organized, self-motivated, and strong interpersonal skills. Able to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines and approval processes.
- Excellent verbal and written communication skills. Must have demonstrated computer proficiency in Microsoft Word and Excel.
- Ability to develop solutions and recommendations for on-the-ground issues related to facility and /or exhibit maintenance.
- Skill in originating new approaches or adapting existing approaches to develop and carry out projects.
- Ability to set long range maintenance plans and estimated cost.
- Willing to answer emergency calls.

PERSONNEL REQUIREMENTS

This is a part-time position through the California Marine Sanctuary Foundation. The selected candidate will need a valid California driver's license, pass a basic background check and have reliable transportation to the work location. It is anticipated that this position will require twenty (20) hours per week. California Marine Sanctuary Foundation is an "at will" employer, which means that any employment relationship is entered into with the understanding that the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause.

TRAVEL AND OTHER DIRECT COSTS

Pre-approved expenses such as travel and other job-related expenses are reimbursable.

FURNISHED EQUIPMENT

The employee will have access to basic tools and equipment, a computer, copier, printer, fax and phone for communication needs and access to a government vehicle for approved use.

Please send a cover letter, resume and three professional references to montereybay@noaa.gov and indicate SEC Maintenance Specialist Job in the subject line. (Please include your last name on all document titles.)

Electronic submissions are preferred in Adobe pdf or Microsoft word format.

You may also fax the application to (831) 647-4250

No phone calls please.

California Marine Sanctuary Foundation is an equal opportunity employer.