Exhibits Technician II – Scientific Exhibits
#02050

City of Virginia Beach – Job Description
Date of Last Revision: 11-18-2016

FLSA Status: Non-Exempt  Pay Plan: General  Grade: 17

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Build, prepare, maintain, and repair scientific exhibits for the Virginia Aquarium & Marine Science Center.

Representative Work Functions and Responsibilities
Design, procure, build, prepare, install, maintain and repair exhibits with limited supervision from senior staff to ensure exhibits are in proper operating condition. Exhibits may include displays made of a variety of materials, including but not exclusive to wood, fiberglass, metal, acrylic and plastic laminates; may incorporate information technology, such as computers, audio visual equipment or other media; and may be associated with live animal exhibits and the corresponding life support systems, quarantine facilities or indoor/outdoor horticultural exhibits.

Participate in daily tasks such as turn-on of exhibits, routine maintenance and safety inspections, and responding to radio calls for exhibit issues.

Develop and maintain a regimen of daily, weekly, and monthly exhibit upkeep including but not limited to cleaning various surfaces and components, ordering and replacement of worn parts for exhibits and equipment, and recommending appropriate equipment purchases and maintenance as necessary

Maintain visual and casement displays, and associated components including media materials, electronics and computer hardware and software.

Perform preventive and routine maintenance on exhibit mechanical equipment including but not limited to, motors, bearings, compressors, relays, switches, pneumatics, gears and pulleys.

Perform preventive and routine maintenance on exhibit electrical wiring and lighting.

Identify and diagnose chronic or systemic defects in individual exhibits which reduce their efficiency and reliability, or compromise their intended function. Make adjustments, modifications, refurbishments and upgrades to improve function and reliability while preserving the visitor experience, educational content, and design impact of the exhibit.

Assist Curator of Scientific Exhibits with allocation of resources to accomplish sections goals.
Maintain a clean, safe work environment by demonstrating a thorough knowledge of tools and equipment; follow proper safety procedures.

May direct the work activities of other staff. Assist in training other staff, volunteers and interns.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**
Perform detailed exhibit development, monitoring and maintenance work with limited supervision from senior staff; compile reports and narratives with high degree of accuracy; thoroughly communicate the Aquarium's goals to the general public.

**Minimum Qualifications**
Any combination of education (above the high school level) and/or experience equivalent to four (4) years in fields such as museum, aquarium, zoo or science center exhibits work that provides the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

**Preferred Qualifications**
Skill and experience in rough and finish carpentry, electrical maintenance, electro mechanical controls, maintaining computer software and hardware, and providing audio-visual equipment support. Relevant experience with exhibit design and construction in a museum setting or similar venue.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge
   1. Knowledge of exhibit design and construction using various materials.
   2. Knowledge of basic electrical theory.
   4. Knowledge of joinery and fastening techniques for materials such as wood, plastics, fiberglass and metals.
   5. Basic knowledge and understanding of blueprints and mechanical drawings.
   7. Knowledge of computer hardware components, software installation and basic network operation.
B. Skills
1. Skill in research methods and organization of subject material.
2. Skill in the safe operation and use of hand, power and shop tools.
3. Skill in rough and finish cabinetry fabrication and repair.
4. Skill in fabrication with variety of materials including but not limited to plastics, resins and concrete.
5. Skill in troubleshooting mechanical and electrical systems as they relate to exhibits.
6. Skill in identifying, incorporating and supporting appropriate computer, audio visual technology and media in exhibits, as well as in operating a computer

C. Abilities
1. Ability to communicate effectively both orally and in writing.
2. Ability to follow directions and maintain effective working relationships with Aquarium staff and other groups or organizations with which the Aquarium has contact.
3. Ability to effectively communicate with guests of the Aquarium in both formal and informal settings.
4. Ability to problem solve in assigned area.
5. Ability to maintain detailed records.
6. Ability to work independently or as part of a team.
7. Ability to work from technical drawings and blueprints.
8. Ability to lead small teams with minimal supervision.
9. Ability to work at heights up to 40 feet.
10. Ability to lift and carry 75 lbs.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Medium to heavy work that involves walking, standing, bending, stooping, climbing, lifting, pushing and raising objects, and involves exerting up to 75 pounds of force on a regular and reoccurring basis; may require exerting up to 100 pounds of force on occasions; occasional use of standard office equipment; considerable skill and adeptness in the use of the fingers, hands or limbs in tasks involving close tolerance or limits of accuracy.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes
Performs specialized technical or professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; may require continuous, close attention for accurate results and frequent exposure to unusual pressure.
**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken. May risk exposure to animals/wildlife to include exposure to animal bites, scratches, and diseases; may be exposed to venomous and non-venomous animals, insects, fishes, amphibians, arthropods and other species of organisms; work may be performed outdoors, indoors, in or under water, under all types of weather conditions with exposure bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, vibration, fumes, odors, traffic, moving machinery, electrical shock, toxic or caustic chemicals, and heights.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job. Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.