



## **General Maintenance Technician (Part-time Position)**

The General Maintenance Technician reports to the Facilities Manager and is responsible for a variety of janitorial and maintenance duties, including thorough cleaning of the facility and outside areas, rough carpentry, painting and/or wall covering, basic equipment and facility repairs. This will include, but will not be restricted to the following:

### **DUTIES:**

1. General maintenance and upkeep of the museum's physical plant;
2. General custodial duties; including but not limited to cleaning of restrooms and other public areas;
3. Opening and closing the building and exhibits;
4. Replacing light bulbs;
5. Delivery and pick-up of supplies, collections, artifacts and mail as directed by supervisor;
6. Complete work orders in an efficient and timely manner;
7. Assisting Exhibition staff in installation, break-down and maintenance of exhibits, as directed by supervisor;
8. Other duties as determined by supervisor.

### **QUALIFICATIONS:**

1. Secondary education or GED;
2. Must be a team player;
3. Adaptable to a changing work environment;
4. Current driver's license and insurance
5. Working knowledge of common hand/electrical tools preferred (training available);
6. Ability to lift at least 75 lb.;
7. Ability to bend, kneel, stoop and stretch;
8. Knowledge of maintenance equipment and standards preferred (training available);
9. Basic plumbing knowledge preferred (training available);
10. Professional demeanor and appearance;
11. Good people/communication skills;

### **SCHEDULE:**

Saturday 8:30 a.m. – 5:30 p.m.,

Sunday 12:30 a.m. – 5:30 p.m.

Monday 8:30 a.m. – 5:30 p.m.

Additional hours Tuesday – Friday to be determined or as needed.

Minimum of 20 hours per week