



## General Maintenance Technician

**Job Type:** Part-time

**Classification:** Non-Exempt

**Salaried/Hourly:** Hourly

**Reports To:** Facilities Manager

### Position Overview

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.

### Essential Functions

While performing in this position, the employee is regularly required to complete the following duties:

- General maintenance and upkeep of the museum's physical plant;
- General custodial duties, including cleaning of restrooms and other public areas;
- Opening and closing the building and exhibits;
- Replacing light bulbs;
- Delivery and pick-up of supplies, collections, artifacts and mail as directed by supervisor;
- Complete work orders in an efficient and timely manner;
- Assisting Exhibition staff in installation, break-down and maintenance of exhibits, as directed by supervisor;
- Other duties as determined by supervisor.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

### Qualifications, Competencies and Physical Demands

- Secondary education or GED;
- Must be a team player;
- Adaptable to a changing work environment;
- Current driver's license and insurance
- Working knowledge of common hand/electrical tools preferred (training available);
- Ability to lift at least 75 lb.;

- Ability to bend, kneel, stoop and stretch;
- Knowledge of maintenance equipment and standards preferred (training available);
- Basic plumbing knowledge preferred (training available);
- Professional demeanor and appearance;
- Good people/communication skills.

### Schedule

This is a part-time position with hours based on the following:

- Available to work all Saturdays from 8:30 a.m. – 5:30 p.m.;
- Available to work all Sundays from 12:30 – 5:30 p.m.;
- Available to work all Mondays from 8:30 a.m. – 5:30 p.m.;
- A minimum of twenty-one (21) hours will be scheduled each week;
- There is potential for additional hours associated with special projects, to cover other employee’s vacation/sick days or during special events/facility rentals.

All new or vacant positions at the Clarksville—Montgomery County Museum, d.b.a. the Customs House Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race, color, gender, religion, national origin, age, or disability who meet the job related criteria of the job description.

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Employee Signature

Date