



<b>TITLE:</b>	<b>Maintenance Associate</b>
<b>DEPT:</b>	Facilities/Security
<b>REPORTS TO:</b>	<b>Facilities and Security Mgr.</b>
<b>FLSA STATUS:</b>	Non-Exempt

## **EMPLOYEE JOB DESCRIPTION**

### **SUMMARY OF RESPONSIBILITIES:**

Heritage Museums & Gardens seeks an energetic and dedicated person to assist in the care and maintenance of Heritage's buildings and grounds. Work includes repair and maintenance of seven buildings and 100-acre grounds. Responsibilities consist of routine duties and varying work day to day. Facilities is responsible for assuring that all buildings and grounds are safe, well maintained and secure.

### **SPECIFIC RESPONSIBILITIES:**

- ❖ Perform all maintenance duties as assigned including but not limited to carpentry, painting, light mechanical work, program set up, cleaning, minor electrical or plumbing.
- ❖ Assist in moving collections including pushing antique automobiles with care.
- ❖ Assist in traffic control and parking duties as needed.
- ❖ Assist and manage crowd control as required.
- ❖ Ability to work independently or within a group.
- ❖ Maintain logbooks and inventory.
- ❖ Ability to observe and report potential facility issues which may arise.
- ❖ Ability to respond to emergency situations and contact the proper channels (i.e. 911 emergency, police, etc.) when needed
- ❖ Assist Security team when needed.
- ❖ Willingness to learn and share experience.
- ❖ Hours may shift to accommodate weekend work during the open season and event season.
- ❖ Any other duties and/or responsibilities as established as assigned.

### **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

High school or GED required. Candidate must be at least 18 years of age. Candidates must be able to work a flexible schedule including some nights, weekends, and holidays. Candidate to pass CORI and background checks. Candidate must have a pleasant, professional, outgoing personality, work well with the public, other museum staff, and museum volunteers. Candidate must meet all physical requirements that are inherent with the position as stated above such as but not limited to standing for a long time, climbing, lifting greater than 60 Lbs., operate equipment, without impairment to sight or hearing and be able to work in harsh outdoor conditions and independent of intensive supervision. Skilled labor preferred.