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| Position Title: | Maintenance and Custodial – Full Time |
| Exempt / Non-Exempt: | Non-Exempt |
| Reports to: | Director of Buildings & Grounds |
| Date: | 4/20/22 |

Job Summary

The purpose of this position is to maintain Museum facilities through cleaning, minor equipment repair, arrange set-ups as needed for events, and supervise Community Service workers to ensure work is accomplished.

Essential Duties & Responsibilities

- This position’s normal work week will be Wednesday – Sunday.
- This position will lead the weekend staff to accomplish any set-ups and turn arounds needed, especially on Saturday and Sunday.
- Work closely with Special Events, responding to set-up needs when required to ensure that our guests’ needs are met.
- Setting up or rearranging furniture in the auditorium, galleries and other rooms to conform to scheduled activities.
- Execute preventative maintenance program on various types of facilities equipment as directed.
- Perform routine maintenance as directed.
- Direct the work of the Community Service workers sent to assist in cleaning
- Perform janitorial duties as required.
- Assist with installation and de-installation of exhibits as needed.
- Flexibility in reporting for work in addition to normally scheduled hours during emergency situations and special events.
- Be observant and make suggestions to Director of Buildings and Grounds that would improve safety or security
- As with all staff, security of the Museum collections is a priority
- Other duties as assigned by the supervisor

Qualifications and Experience

- Requires experience in basic maintenance and janitorial tasks
- Ability to work with staff and guest using good judgment, tact, and polite communication
- Ability to respond quickly and independently when jobs need to be done
- Ability to take direction, and assist other departments as directed by the Director of Buildings and Grounds
- Ability to operate cleaning machinery, phone system, service elevator, pick up truck, and other maintenance related equipment.
- A valid PA Driver’s license is required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- Specific vision abilities required by this job include close vision, and color vision
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be exposed to weather conditions.
- While performing the duties of this job, the employee may be exposed to unpleasant and noxious fumes and odors.
- The noise level in the work environment is normally moderate.