

MONTSHIRE MUSEUM OF SCIENCE

Position Announcement Posting date: February 8, 2023

Facilities Maintainer II. Montshire Museum of Science, in Norwich, VT, is growing its facilities team and is looking for an individual who will help to ensure that visitors, staff and volunteers have a safe, comfortable, clean and fully functional place to explore, learn and work while at the Montshire Museum. This position is a key member of the Montshire's Facilities team, and works closely within and across departments to provide overall daily, weekly and seasonal care of the building, exhibits, grounds, furnishings, and equipment. This position mixes custodial, with general facility and grounds maintenance and repair functions.

Please note: this is a full-time (37.5 hours/week) exempt position that includes full Montshire Museum of Science benefits. Weekend and occasional evening work required.

Application Instructions Facilities Maintainer II

We welcome your application for the position of Facilities Maintainer II at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please email your application as a Word or PDF file to:

- Jobs@Montshire.org
- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting **Monday, March 6, 2023** and will continue until the position is filled. After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- We anticipate a target starting date of March 27, 2023.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

Montshire Museum of Science Job Description Facilities Maintainer II

DEPARTMENT: Facilities

SUPERVISOR: Facilities Manager

The **Facilities Maintainer II** ensures that visitors, staff and volunteers have a safe, comfortable, clean and fully functional place to explore, learn and work while at the Montshire Museum. This position is a key member of the Montshire's Facilities team, and works closely within and across departments to provide overall daily, weekly and seasonal care of the building, exhibits, grounds, furnishings, and equipment. This position mixes custodial, with general facility and grounds maintenance and repair functions.

RESPONSIBILITIES *(Including but not limited to)*

Daily Operations and Custodial

- Opens and/or closes Museum buildings and grounds
- Preps and cleans of indoor and outdoor exhibits and program areas
- Ensures daily operations of systems that support exhibits and programming (such as water systems in outdoor science park and AV systems)
- Serves in "on call" capacity to respond to daily museum operational needs, including assisting with visitor policy enforcement, safety issues, visitor incident/accident support, and custodial response
- Custodial duties, including cleaning, disinfecting and restocking indoors and outdoors restrooms; and cleaning staff and office areas, as instructed
- Serves as Lead in daily cleaning & service of the Bubbles exhibition

Maintenance and Repairs

- Maintains and/or repairs facilities, building systems, and vehicles
- Moves exhibits, furniture, supplies and other materials, as needed

Groundskeeping

- Responsible for snow & ice removal
- Responsible for in house lawn care and weed management
- Responsible for trail maintenance

Special Events

- Assists with exhibit installations setup/strike
- Assists with event setup/strike
- Ensures security of building & grounds security during events
- Oversees event trash/recycling removal
- Assists with AV set-up and /assistance/operation
- Inspects, /maintains, and /stores AV equipment supply

Security and Safety

- Opens and/or closes Museum buildings and grounds
- Assists with incidents and accidents
- Assists with visitor policy enforcement

General and Administrative

- Attends department and staff meetings
- Attends required training sessions
- Maintains staff mailbox and museum email daily

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Comfort and experience using hand and power tools
- Knowledge of general job site and shop safety and cleanliness standards, procedures, methods, equipment and tool usage and care
- General residential or commercial trade skills, including framing, drywall installation and patching, painting, carpentry, plumbing, electrical and/or lawn/landscaping; able and willing to learn new skills
- Demonstrated commitment to customer service of both team members and the public
- Demonstrates excellent judgment and maturity at all times
- Able to take direction, work independently and as a member of a collaborative team
- Strong attention to detail, time management, task prioritization, and problem-solving skills
- Personal initiative and a strong work ethic
- Flexible and adaptable
- Strong communication skills
- Valid driver's license to use museum vehicles/equipment
- Familiar with basic computer software and hardware operation

WORKING CONDITIONS

- Congenial and fast-paced non-profit museum environment
- Must work well in both an individual and team setting
- Comfortable working in and around people, mechanical equipment, and in areas with chemicals
- Able to handle a full shift of physical activity including lifting up to 50lbs, climbing stairs and ladders, and walking outdoor areas and trails
- Comfortable working indoors and outside during all times of the year
- Comfortable working in and around large groups of visitors, adults, and children
- May be asked to drive Museum vehicles
- All Montshire employees are subject to a criminal background check
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19

TIME COMMITMENT

- Full-time, 100% FTE (37.5 hours per week), non-exempt position.
- General work schedule: 7.5 hours per day, 5 days per week, includes weekends with either opening/ or closing shifts to be determined.
- Regular schedule includes some combination of early morning, evening, and weekend hours

SALARY AND BENEFITS

Hourly position with starting wage at \$18.00/hr. Full Montshire benefits.

The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.