



## Job Description

**Position Title:** Maintenance Assistant (Full-time)

**Position Summary:** This full-time position will assist with operations and repair of museum properties to provide a safe and comfortable working environment for the museum collection and building occupants. Duties include preventative maintenance, general repairs, and making adjustments to the building systems, equipment, and fixtures. Starting pay \$16-\$18 per hour based on experience. Weekends required.

### Primary Responsibilities:

- Respond to work requests as required and handle other miscellaneous repairs.
- Provide support for moves of personnel and collections within the building.
- Perform domestic plumbing repairs and maintenance as required.
- Maintain all electrical, mechanical, and maintenance shop areas for cleanliness.
- Maintain inventory of maintenance tools, equipment, supplies, and materials.
- Perform dock receiving and mailroom duties.
- May be responsible for maintenance of MIM vehicles and other equipment.
- Work with and support security.
- Modular system building and repair; painting.
- Other duties as assigned.

### Qualifications:

- High school diploma or GED required and 1-3 years' experience is preferred.
- Strong mechanical ability and the ability to operate hand and power tools
- Classes in trades/facilities operations a plus.
- Strong communication and PC skills and the ability to establish and maintain professional working relationships with all levels of museum staff and vendors.
- Valid driver's license (insurable).
- Ability to lift up to 100 pounds and work from a ladder and work overhead. Ability to smell smoke and other chemicals and work in heat or cold, and outdoors

Qualified candidates should submit a resume and cover letter via the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=62034&lang=en\\_US&source=CC797463](https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=62034&lang=en_US&source=CC797463)