



## **POSITION: GENERAL MAINTENANCE / BLDG. AND GROUNDS**

### **GENERAL DESCRIPTION:**

Responsible for general security, maintenance, safety and appearance of the Museum's buildings and grounds including: the museum, on-site residence, outbuildings, and surrounding 26 acre parklands; two auxiliary residences; Stonehenge site; and water system sources and equipment. Responsibilities include periodic maintenance of mechanical, electrical and plumbing systems, vehicles, tools and equipment; lawn and some garden care; irrigation and water systems operation; routine facilities maintenance, including interior and exterior painting, various minor repairs and tasks; events support; and assistance with Museum projects. Occasionally supervise temporary and volunteer workers. Develops, implements, and monitors annual maintenance budget. Frequently responds to inquiries from museum visitors regarding museum history, exhibit schedule, and visitor services at museum and in vicinity. Work is performed independently without direct guidance. Reports to Operations Manager.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Troubleshoots problems and performs maintenance and repairs to the various physical plant systems including, but not limited to:
  - a) Water and septic systems
  - b) Irrigation system, including pumps and sprinklers
  - c) Electrical and lighting
  - d) Plumbing
  - e) HVAC
  - f) Fire alarm system
  - g) Museum vehicles, including lawn and gardening equipment
2. Maintains cleanliness and organization of shop and maintenance supplies.
3. Lawn care including mowing, trimming, watering, aerating, and application of fertilizers, pesticides and herbicides.
4. Some garden care, including trimming of trees and shrubs.
5. Working with Operations Manager, prepares annual budget for building and grounds maintenance needs; prepares requisitions and obtains materials needed to complete assigned projects. Ensures cost effective use of materials allocated.
6. Arranges with Operations Manager for scheduling of major repairs on vehicles, equipment, and grounds.
7. Assists Operations Manager in administrative tasks such as scheduling of temporary workers, occupational safety, security, and other workplace standards.

### **WORKING CONDITIONS:**

1. Uses hand and power tools such as drill press, radial arm saw, table saw, drills, pipecutters, sanders, shears, garden tools, etc.
2. Uses oxy-acetylene and 110 wire-feed welding equipment.
3. Works outdoors in inclement weather.
4. Walks, stands and works while bending and stooping for extended periods.
5. Works from ladders, scaffolds, and roofs.
6. Is exposed to dust, odors, fumes from interior and exterior paints and thinners; fumes and handling of pesticides, herbicides and fertilizers used in lawn care, and high levels of noise.
7. Lifts and carries heavy objects.
8. Drives Museum vehicles during course of duties, and to run errands and deliver supplies.
9. Operates lawn care equipment, including mower, farm tractor, gas powered weed trimmer, gas powered hedge trimmer, chemical sprayer, blower, edger, and shears.
10. Required to work evening hours and weekends during Museum events. Responds to after-hours security alarms.
11. Frequent contact with the public; answers inquiries about museum grounds, history, visitor-related services in the vicinity or directs visitor to appropriate staff for assistance.

## **QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Valid driver's license.
3. Able to comprehend both verbal and written instructions; have sufficient written and verbal communications skills; have sufficient mechanical skill in operation and maintenance of Museum groundskeeping equipment; have basic knowledge of lawn care chemicals.
4. Possess basic knowledge of groundskeeping, operation of groundskeeping equipment and chemical usage; have basic knowledge of pest control, security, and energy conservation.
5. Possess basic knowledge of building maintenance issues and how best to address them; ability to read blueprints; understanding of personnel management; knowledge of inventory control, labor regulations, and safety procedures and regulations.
6. Possess basic knowledge of electricity, plumbing, heating, ventilation, air conditioning, water, septic and irrigation systems; have basic knowledge of computers, record keeping, report writing and purchasing procedures.
7. Ability and knowledge to communicate appropriately and positively with both the public and staff.
8. Operates as a team player. Must be good with the public.
9. Ability to analyze and solve problems in a timely manner.
10. Willingness and ability to work irregular work schedules.
11. Willingness to represent the Museum in a positive manner, promote the Museum's goodwill and interest among volunteers, members and the general and business public.

## **SPECIAL REQUIREMENTS:**

1. **Must reside full time on Museum grounds; unfurnished home, electricity, water, and garbage service provided by Museum. A cell phone is also provided for conducting Museum business.**
2. **Must successfully complete a background check (including fingerprinting) prior to employment.**