



Job Description

Position Title: Facilities Associate

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 \$18-\$20 per hour based on experience. Fantastic benefits package! 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; 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 50 pounds and work from a ladder and work overhead. Ability to smell smoke and other chemicals and work in heat or cold and outdoors

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