

JOB DESCRIPTION

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| POSITION TITLE: | PART TIME ASSISTANT MAINTAINER |
| DEPARTMENT: | FACILITIES |
| SUPERVISOR | DIRECTOR OF BUILDING OPERATIONS |

Brooklyn Children’s Museum is seeking a Part Time Maintainer to provide building maintenance and assist the maintainer. The position requires attention to detail, knowledge of appropriate cleaning products and approaches, and the ability to work independently as well as collaboratively with the facilities team. This is a part-time position up to 28 hours per week.

REQUIREMENTS:

- Assist and follow the maintainer instructions as needed
- Fully familiarized with Employee’s Handbook
- Ability to recognize, prioritize and proactively address facility maintenance shortcomings that negatively impact visitor safety & experience and to organize your own work accordingly
- Ability to present a friendly, welcoming presence in the Museum, surroundings and to interact in a friendly welcoming way with visitor and BCM community.
- Perform custodian duties as needed.
- Ability to work independently as well as taking directions and work well in a team environment that requires all members of the facilities team to be active in maintaining the Museum in high standard for maximum visitor experience.
- Flexibility to adjust schedule to cover for other members in the department.
- Ability to use email and internet
- Handy person abilities to do various manual work, requiring lifting, climbing, bending.
- Assist with renovation of buildings, repairs plaster and drywall, spackling, painting wall and buildings.
- Basic maintenance and repair of property, offices, lobbies, sidewalks, fire-escapes, fences, benches, windows, doors, door locks, closets and other equipment and facilities at BCM
- Complete daily, weekly, monthly checklist of building maintenance and equipment.
- Replace light bulbs and electrical fuses, repair small light fixtures, and reset breakers
- Perform painting, woodworking, shop work, metal work, and installation of window blinds
- Install, repair and maintain water, air, gas, vacuum and sewer lines
- Install plumbing pipes, traps, fittings, drains, special laboratory sinks and water closets.
- Clean and maintain electrical and mechanical areas cleaned and organized.
- Perform outside duties such as snow removal as required
- Clean BCM perimeter sidewalk
- Remove trash out of the building
- Perform other duties as needed.

PHYSICAL DEMAND

This position demands good physical and mental health. The part time assistant maintainer is required to lift, stand, walk, sit, push, pull, use hands reach with hands and arms, climb or balance,

stoop, kneel, crouch, crawl, talk, hear, and work a flexible Museum schedule. S/he must be able to move continuously during work hours and be able to frequently lift or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. This position requires working in damp, dusty and dirty areas. Must be able to climb extension ladders, work overhead, and move within confined areas including crawl and attic spaces.

WORK SCHEDULE

Part time position. Require weekend and evening hours.

Up to 28 Hours per week. Monday and Tuesday 8am – 5pm, Wednesday, Thursday and Friday 1pm – 5pm – with exceptions to accommodate occasional late nights, special events, absentee coverage and other circumstances. Also occasionally, you may be asked to work some other days if you are available.

PAY RATE:

\$15/Hour