

MUSEUMS OF WESTERN COLORADO



Job Title: Maintenance Assistant
Division/Department: Maintenance
Reporting Relationship: Facilities Manager
Exemption Status: Non-Exempt
Positions Supervised: N/A

Summary of Duties and Responsibilities: The Maintenance Assistant provides custodial and maintenance support for Dinosaur Journey Museum and the Museum of the West. They will have a good understanding of many cleaning techniques, tools, and proper use of cleaning chemicals.

Work Hours: The Maintenance Assistant will work Saturdays at the Museum of the West (9-4:30, with a 30 minute unpaid lunch break), and Sundays at Dinosaur Journey Museum (9-4:30, with a 30 minute unpaid lunch break). Other hours may be available. (14 hours a week)

Example of Duties:

Cleaning Upkeep and Janitorial (80%)

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Operate floor machine as needed on tile, hardwood, and concrete floors.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Dust/polish furniture and fixtures.
- Clean windows, glass partitions, mirrors and stainless steel, using appropriate methods.
- Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Spot shampoo carpets to remove stains/dirt.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move furniture, equipment, and supplies, either manually or by using hand trucks from time to time.
- Clean and maintain building exterior walkways, steps, ramps, and entrances.
- Remove snow/ice from sidewalks, driveways, and parking areas using snow shovels, or snow melting chemicals.
- Set up, arrange, and remove decorations, tables, chairs, ladders, to prepare facilities for events such as exhibition openings, private events, and meetings.
- Deep clean specified spaces quarterly.
- Responds to call for emergency response clean ups, which may include blood, fecal matter, vomit, or urine.
- Perform other related tasks as directed by the Facilities Manager.

Grounds and Organization (19%)

- Organize janitorial spaces and supplies for easy access and keeping track of inventory and restocking.
- Remove graffiti and other undesirable markings from the outside of the building as they arise.
- Clean and maintain building exterior walkways, steps, ramps, and entrances daily.
- Remove weeds and trash from exterior spaces.
- Tidy up restrooms, hallways, and galleries as necessary throughout the day.

Events (1%)

- Set up, arrange, and remove decorations, tables, chairs, ladders, to prepare facilities for events such as exhibition openings, private events, education events and meetings.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Impeccable integrity.
- Displays a well composed professional attitude at all times, especially when working in the public eye.
- Interacts with patrons and public in respectful professional manner.
- Dresses appropriately for all occasions.
- Weekend schedule, occasional flexible hours as situations arise.

Education/Experience:

Mandatory high school diploma or equivalent. Preferred 2 years' experience as a custodian, janitor, or building technician.

WORKING CONDITIONS

Work areas are principally inside, in a climate-controlled environment with moderate background noise. Work is also performed outdoors, in variable weather. Shift times may vary to meet museum requirements to staff the facilities. Work may require long periods of sustained standing.

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- **Sitting/Standing/Walking:** Approximately 20% of time is spent walking or moving tools and supplies around the museum or grounds. Balance of time: Approximately 80% is spent standing/kneeling/moving around the work area performing custodial duties.
- **Speaking/Hearing:** Clear diction and acute hearing are necessary for effective communication with facilities manager, contractors and vendors, co-workers and patrons.
- **Lifting/Carrying/Pushing/Pulling:** The ability to occasionally lift and carry up to 50 pounds is necessary for moving equipment, tools, and equipment/supplies. Regularly lift up to 25 pounds.

- Vision: Corrected vision close to 20/20 is necessary to effectively read labels, instructions, and operations procedures.
- Stooping/Kneeling: The ability to stoop and kneel is necessary to perform many custodial duties.