

## Antique Boat Museum Job Description

Title: **Maintenance Assistant**  
**Full-time Seasonal, based on 40 hrs. per week**  
**Hourly Non-Exempt**  
**\$15.00/hr**

Reports to: **Maintenance and Operations Manager**

### **Job Description**

Reporting directly to the Maintenance and Operations Manager, this position's principal responsibility is to assist in the maintenance of the ABM buildings and grounds and to assist with ABM events and facility rentals.

### **Responsibilities**

- Prepare campus for events, move furniture and equipment as instructed by Facility Rentals, Events and Departments and/or Maintenance and Operations Manager.
- Work closely with the Curator to maintain cleanliness of all exhibit areas and exhibit items.
- Work closely with the Curator or the Boatwright to move boats, trailers and other museum items upon instruction. Other duties as assigned.
- Assist with major and/or minor repair work around the building and grounds as instructed by Maintenance and Operations Manager
- Exhibit awareness for surroundings and monitor that property-wide mechanical systems are properly functioning, actively patrol and observe climate-controlled areas and report any issues to Maintenance and Operations Manager.
- Ensure a safe environment for staff and visitors and all those entering the Museum properties.
- Perform set-up and tear downs, including: moving and arranging tables and chairs, setting up sound systems, projectors, and other items as needed.
- Provide custodial duties, including, but not limited to routine tasks of sweeping, vacuuming, cleaning glass surfaces, cleaning and supplying restrooms, emptying trash, mopping floors, cleaning of windows and walls in accessible areas and leaf removal, etc.
- Collect waste from bins and ensure proper waste management procedures are carried out, the Museum has a green approach to waste management.
- Must be flexible to work weekends and holidays as scheduled.

### **Skills**

- Ability to work independently.
- Reliability and willingness to assume responsibility for opening and securing Museum buildings, gates, and exhibits.
- Manual dexterity and the ability to learn routine mechanical maintenance.
- Good physical condition and ability to work outdoors for extended periods of time.
- Good interpersonal skills to work with staff, volunteers, and public.

- Must have valid driver's license.
- Excellent driving record. A plus with towing and handling trailers.
- Must be able to work Friday, Saturday, Sunday and Monday and all holidays when the museum is open.
- Good Team player

**How to Apply**

E-mail resume, cover letter, and references to [mattperrin@abm.org](mailto:mattperrin@abm.org)

Or mail to: Antique Boat Museum  
Maintenance Assistant Search  
750 Mary St.  
Clayton, NY 13624