

## **Antique Boat Museum Job Description**

**Job Title:** General Maintenance Worker  
Full-time Year-round, based on 40 hrs. per week  
Hourly Non-Exempt, \$18.00 - \$20.00/hr

**Reports to:** Maintenance and Operations Manager

**Job Description:** Working closely with the Maintenance and Operations Manager, this position's principal responsibility is to assist in the maintenance, repair, security and safety of ABM's buildings and grounds and to assist with ABM events and facility rentals.

### **Qualifications:**

- 18 years or older
- High School Diploma or equivalent
- Valid Driver's License NY or the ability to acquire a NY Driver's License within 30 Days
  - Towing experience is a plus
- Good physical condition and ability to work outside for extended periods of time
  - Can lift 20 lbs. frequently and 50 lbs. occasionally
  - Manual dexterity and the ability to learn routine mechanical maintenance
  - Exhibits awareness for surroundings
- Must be flexible to work weekends as scheduled
- Good Team Player
  - Works collaboratively to achieve objectives
  - Builds strong and trusting relationships with team members and business partners
  - Demonstrates energy and positivity for own work

### **Responsibilities:**

- Assist with major and/or minor repair work around the building and grounds utilizing craft skills as instructed by the Maintenance and Operations Manager
- Work closely with the Curator or the Boatwright to move boats, trailers and other museum items upon instruction
- Work with the Curator to maintain cleanliness of all exhibit areas and exhibit items
- Prepare campus for events, move furniture and equipment as instructed by Facility Rentals Coordinator and/or Maintenance and Operations Manager
  - Perform set-up and tear downs, including: moving and arranging tables and chairs, setting up sound systems, projectors, and other items as needed.
- Monitor property-wide mechanical systems, 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
  - Complete all required training requirements to safely operate equipment and tools
  - Inspecting, operating, or testing facilities, equipment, or fixtures to diagnose issues
  - Provide prompt response to emergency maintenance calls
  - Implements and supports continuous improvements and willingly embraces change in daily work plan as directed
  - Reliability and willingness to assume responsibility for opening and securing Museum buildings, gates, and exhibits.
- 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.
  - The Museum has a green approach to waste management

**Preferred Qualities:**

- Ability to work independently
- Comfortable working at heights
- Deliver results while putting the customer first
- Communicates with impact to a range of audiences
- Is consistently humble, self-aware, honest, and transparent
- Supports innovation, intelligent risk-taking and exhibits resilience in the face of setbacks
- Adopts a broad perspective that considers data, analytics, customer insights, and different parts of the business when making plans
- Embraces diversity in all its forms and actively supports diversity of ideas and perspectives, as well as diversity goal programs

**How to Apply**

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

Or mail to:     Antique Boat Museum  
                   Maintenance Worker Search  
                   750 Mary Street  
                   Clayton, NY 13624