

## **Antique Boat Museum Job Description**

**Title: Seasonal Maintenance Assistant**  
**Part-time, Seasonal/Based on less than 35 hrs. per week from End of April through End of October**  
**Hourly, Non-Exempt**

**Reports to: Maintenance and Operations Manager**

### **Job Description**

The Antique Boat Museum is looking for a responsible, detail-oriented individual to be a seasonal maintenance assistant that will include working with all departments to assist with the care and maintenance of the facilities as well as event setup and take down. This seasonal position is tasked with ensuring the appearance of buildings and grounds are maintained at a high standard.

### **Responsibilities**

- Provide custodial duties both inside and outside including, but not limited to, sweeping, vacuuming, cleaning glass surfaces, cleaning and supplying restrooms, emptying trash, mopping floors, cleaning of windows and walls in accessible areas, leaf removal, lawn mowing, grass trimming, etc.
- Collect and ensure proper waste management and recycling procedures are carried out in support of the Museum's green approach to waste management.
- Assist with major and/or minor repair work around the building and grounds, as instructed.
- Monitor and observe that property-wide mechanical systems are functioning properly.
- Exhibit awareness of surroundings to ensure a safe environment for all those entering the Museum campus and exhibits.
- Timely report any concerns or issues surrounding the building systems and grounds.
- Assist with preparation for campus events including, but not limited to, moving furniture and equipment, setup of sound systems, and other items as requested by the Events Department and/or the Maintenance and Operations Manager.
- Work with the Curator to maintain cleanliness of all exhibit areas and exhibit items.
- Work with the Curator and/or the Boatwright to relocate boats, trailers and other items upon instruction.
- Other duties as assigned.

### **Qualifications**

- 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 including but not limited to the ability to lift up to fifty (50) pounds, stand, bend and walk for extended periods of time. Must also be able to work outdoors in all types of weather conditions.
- Good interpersonal and communication skills to work with staff, volunteers, and public.
- Must have valid driver's license with an excellent driving record. Experience with towing and handling trailers is preferred.
- Must be able to work weekends and holidays as scheduled while the museum is open.
- Strong team player.