



One Museum Court Buffalo, NY 14216
716.873.9644 buffalohistory.org

MAINTENANCE WORKER

Full Time/Non-Exempt

Overview:

The Maintenance Worker is responsible for maintaining the cleanliness of the building and assisting with a variety of semi-skilled manual work in the maintenance and repair management of the Museum. In addition, the Museum depends upon maintenance staff to assist visitors and attendees at special events during the performance of their regular duties.

Qualifications:

Passion for the Museum's mission and for stories of WNY

- Extreme dependability
- Ability to work on a team
- Basic knowledge of cleaning, floor maintenance, grounds keeping
- Willingness to abide by protocols for museum security and artifact handling
- Scheduling flexibility, including weekend and some evening hours
- Clean driver's license

Essential Duties and Responsibilities:

- Maintains work area in clean and orderly condition as well as tools and equipment
- Performs daily checks of building, grounds and facilities for damage, malfunctions, etc.
- Monitors all safety hazards and takes remedial action to ensure correction
- Performs and assists with snow removal
- Maintains grounds, cuts grass, picks up branches, debris, and garbage, cleans drains, erects and repairs fencing, trims bushes
- Performs other maintenance and repair work on equipment as assigned
- Sweeps and mops floors and stairwells
- Dusts
- Vacuums floors
- Strips and waxes floors
- Cleans all bathrooms
- Checks and replenishes supplies of paper towels, toilet tissue and soap
- Cleans glass doors
- Removes garbage from the building
- Keeps supply room and slop rooms neat and orderly
- Keeps outside doorways clean

- Opens, locks, and sets alarm for the building
- Reports any equipment that is broken to Facilities Manager
- Consistently complies with all Museum policies and procedures
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, guests and outside agencies
- Event set up & tear down

Skills and Abilities:

- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Follow schedule for regularly recurring tasks
- Use supplies in cost effective manner
- Perform work orders to completion as assigned
- Assist with annual inspections of building mechanics
- Complete maintenance logs on major equipment as necessary
- Treat museum guests with respect and assist them when needed
- Fill out incident reports for injuries, accidents, complaints from guests
- Performs other duties as assigned by the Facilities Manager

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders and lifting of up to 50lbs. lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc. will be required.

Please prepare a cover letter and resume in one PDF document. Write in subject bar: "Last name, First name – Maintenance." Send submissions to Robert deGuehery, at rdeguehery@buffalohistory.org by 5 pm on Wednesday, March 4, 2020. No phone calls.