

The Schiele

Museum of Natural History

Maintenance Specialist

(Part-time; 20 hours /wk.)

SALARY RANGE

\$10.01 - \$18.50 Hourly

GENERAL DEFINITION OF WORK:

Performs routine, semi-skilled tasks to preserve the good condition and functionality of premises. The Maintenance Specialist will perform maintenance tasks of great variety such as custodial duties, painting, HVAC filter installations, basic electrical, basic plumbing, and landscaping duties.

A Maintenance Specialist will have a practical approach to their duties and attention to detail in the work they perform. The Maintenance Technician must be able to work autonomously and responsibly by observing all health and safety guidelines while they identify work to be completed in addition to assigned tasks.

The goal is to maintain the buildings and common areas in the best possible condition. The position will require considerable custodial and manual work in addition to the maintenance and repair work listed. in the care and cleaning of Schiele Museum of Natural History and Planetarium buildings and the maintenance of grounds; does related work as required. Work is performed under general supervision of the Maintenance and Security Manager as an employee of the Schiele Museum of Natural History and Planetarium, Inc. (aka Board of Trustees).

ESSENTIAL FUNCTIONS/DUTIES:

Sweeps, mops, waxes and uses buffers on floors; cleans bathrooms, offices, and other special purpose facilities; picks up litter in parking lots and other museum areas; empties trash cans; washes windows; sets up tables and chairs for programs and special events, light bulb replacement, light fixture replacement, outlet repair, checking for tripped breakers, plumbing flapper and fill valve repair and replacement, flush valve repair and replacement, etc. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general building maintenance and custodial tasks; Working knowledge of tools, common appliances and devices, ability to understand oral and written directions; ability to get along with others; ability to read and write.

EDUCATION/EXPERIENCE/PHYSICAL DEMANDS/SPECIAL REQUIREMENTS/ADDITIONAL INFORMATION:

Any combination of education and experience equivalent to completion of eighth grade.

The physical activity of this position includes:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds at normal spoken word levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

Repetitive Motions: Substantial movements (motions) of the wrists, hands and/or fingers.

The physical requirements of this position:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision:

The worker is required to have visual acuity to determine the accuracy, neatness,

and thoroughness of the work assigned (i.e. custodial, food services, general laborer, etc.)

The conditions the worker will be subject to in this position:

The worker is subject to both environmental conditions: Activities occur inside and outside.

Must possess a valid appropriate driver's license with acceptable driving history. Drug screening, and criminal background are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Schiele Museum of Natural History and Planetarium, Inc is an Equal Opportunity Employer – M/F/H