

# Job Description

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**Title:** Maintenance & Groundskeeper

**Department:** Operations

**Reports to:** Facilities Manager **Date Revised:** July 2015

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## I. General Summary

Responsible for providing janitorial and maintenance support to the Plains Art Museum building as well as the Center For Creativity building. The position is responsible for the cleanliness, safety, and security of museum buildings and grounds.

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## II. Principle Duties and Responsibilities

- Provide facility-wide cleaning and maintenance on scheduled shifts to insure sanitary and safe conditions.
  - Monitor the general condition of the facility and notify the Facilities Manager of specific issues.
  - Responsible for opening, closing and securing the Museum facility as scheduled.
  - Responsible for the setup and take down for Museum property programs and rental functions.
  - Maintain clean Museum property grounds outside all buildings.
  - Perform other duties as assigned.
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## III. Background

### **Supervision:**

The position does not include any supervisory responsibilities

### **Confidentiality:**

This position requires integrity, understanding, and ethical standards

### **Mental Application:**

The work performed in this position is governed by established policies and procedures.

### **Responsibilities:**

The position requires organization and thoroughness in project and time management.

### **Contacts:**

Internal – Museum staff and management

External – vendors and general public

### **Magnitude and Scope:**

All directives and expenditures require approval of immediate supervisor.

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#### IV. Conditions of Employment

**Working Conditions:** The position requirements can be performed in normal office building conditions. Must have the ability to work within inside and outside temperatures.

**The position is performed in the Plains Art Museum building which is a non-smoking facility.**

**Equipment Operations:** This position requires working knowledge of general custodial equipment and tools.

**Background Check:** Employment is conditional upon a successful review of a criminal background check.

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#### V. Specifications

**Education:** The position requires a minimum of a high school education. Must be able to effectively communicate with staff and the public.

**Experience:** Previous custodial or housekeeping experience is preferred. Light maintenance skills are preferred.

**Abilities:** Must possess strong organizational skills and follow-through. Must be able to work independently efficiently with a variety of personnel and the general public. Must possess good verbal communication skills. Must be able to work independently as well as part of a team. Must be able to perform multiple tasks concurrently.

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#### VI. Essential Job Functions

Must have problem solving and reasoning skills. Must be able to balance, bend, climb, crawl, crouch, kneel, reach, stand, sit, twist, and walk. Must be able to carry up to 40 pounds and lift/push/pull up to 50 pounds, 100 pounds with assistance. Must be able to exhibit well-paced mobility in order to keep up with the daily demands of the position. Requires exposure to certain hazardous materials including cleaners, finishes, and solvents.

(Print Name Clearly)

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_