

Fort Atkinson Historical Society
Position Description

Position: Maintenance Person **Date:** August 2019

Hours: Part time: 20-24 hours a week; flexible schedule

Purpose of Position

To properly maintain the museum buildings and grounds and keep the facilities in good working order. Position reports to the museum director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Daily/weekly duties:

- Basic maintenance such as vacuuming, emptying wastebaskets, preparing trash pickup, changing light bulbs, washing windows.
- Monitor all utilities in the museum to ensure their good working order.
- Keep the kitchen in good working order.
- Prepare gallery and meeting room for shows, meetings, and programs. This includes setting up panels, tables, and chairs and putting them away.
- Maintain grounds and garden areas – excluding garden weeding, lawn mowing or snow plowing – and the overall appearance of the museum exterior. Includes some painting, snow shoveling and blowing, leaf blowing, mulching, etc.

“As Needed” duties:

- Perform minor repairs to the building and to objects inside.
- Communicate with city departments to report problems with the facility or request assistance.
- Observe any problems with the facilities or suggest improvements and report them to the museum director.
- Assist museum staff in building and installing new exhibits or repairing and cleaning long term ones.
- Keep workshop clean, safe and in good order. Order workshop supplies as needed.
- Purchase maintenance and repair supplies as needed.

Additional Task and Responsibilities

While these tasks are critical to the overall operation of the museum, they are not an essential part of this particular position and may also be performed by other staff members.

Potential to respond to emergency alarms at museum.
Opens and closes down museum as needed.

Minimum Training and Experience

Six months experience in maintenance work or a related field.

Physical and Mental Abilities Required

Ability to work independently and take initiative in responding to problems.
Ability to communicate with the Director and all other personnel, volunteers, customers, and visitors in a pleasant manner.
Ability to exert moderate physical effort typically involving some combination of lifting, carrying, and pushing. Must be able to climb ladders, walk on roof and get to all parts of the facility.
Able to lift 50 lbs or more as part of a team-lift.
Able to trouble-shoot HVAC, fire/smoke-monitoring systems, and other basic maintenance systems

The Fort Atkinson Historical Society is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the historical society will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.