The Mattatuck Museum, Waterbury, CT

JOB TITLE: Building Maintenance
REPORTS TO: Director of Security & Maintenance
FLSA STATUS: Full-Time, Hourly
RATE OF PAY: $13.75/hour, 32 hour/week with weekend and evening availability required

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and American art from the Colonial period to the present.

The Building Maintenance position will provide custodial and maintenance services at the Museum; ensuring an attractive, sanitary and safe environment for students, staff and visitors; monitoring and maintaining systems; performing a facility cleaning operations; and assisting in preparing facilities for programmatic activities and events.

Key Responsibilities
- Clean assigned facilities and/or grounds (e.g. offices, galleries, restrooms, cafe, multipurpose rooms, etc.) to maintain a sanitary, safe and attractive environment;
- Perform minor, job related, maintenance on custodial equipment, furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.);
- Perform routine maintenance (strip/wax floors, move furniture, painting, etc.) to help facilitate exhibit changeover;
- Prepare site for daily operations (opening building, sweeping walkway, etc.) to ensure facilities are operational and hazard free;
- Replenish classroom and rest room supplies (paper towels, soap, etc.) to ensure adequate quantities for daily use;
- Assist in maintaining seasonal grounds work (i.e. snow removal, grass cutting, leaf raking/blowing, bush trimming, etc.);
- Assist in the monitoring of Museum systems;
- Perform work at heights of up to 20 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, painting, assisting Museum staff, etc.;
- Secure facilities and grounds (doors, gates, alarms, lights, etc.);
- Support other maintenance staff to complete site custodial activities;
- Attend regular in-service training to receive information on new and/or modified procedures;
- Monitor outside vendors working within the building;
- Assist various departments with tasks as needed;
- Perform other related duties as assigned to ensuring the efficient and effective functioning of the Museum.

Knowledge, Skills, and Abilities
- Knowledge of standard cleaning procedures, chemicals, products and equipment;
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products;
- Ability to work with minimal supervision;
- Decision making and problem-solving skills;
- Effective verbal and listening communication skills (Spanish language skills a plus);
- Time management skills;
- Attendance and punctuality are required;
Basic electrical, carpentry and/or plumbing skills are preferred;
Interest in art and/or local history a plus.

Qualifications
- Must possess a high school diploma or equivalent

Physical Demands
This is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as vacuums, sweeping and mopping floors, and moving tables, chairs and furniture.

The employee must frequently lift and/or move up to 50 pounds and will occasionally lift and/or move up to 100 pounds. The employee will sometimes push/pull heavy items such as racks of tables and chairs. Employee will also be asked to assist others with such tasks.

Schedule
This position will work 32 hours per week including weekends with additional weekday and evening hours possible up to 40 hours. Specific days/hours will be assigned with up to two weeks’ prior notice. Hours of work may be adjusted to meet the needs of the Museum.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send current resume, cover letter, and 3 professional references to: BUILDING MAINTENANCE SEARCH, Attn: Janice Shambor, Finance Manager, Mattatuck Museum, 63 Prospect Street, Waterbury, CT 06702 or via email to janice@mattmuseum.org. Position contingent upon a satisfactory background check.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.