



### *Position Description*

**Title** Facilities Support Associate  
Full Time/Non-Exempt

**Date** December 2016

**Reports To:** Facility Operations Director

#### **Basic Functions**

Supports Museum mission through the support of the facility's maintenance and housekeeping

- Maintenance of facility interior and exterior
- Transfer of furnishings, fixtures and parcels and removal of refuse
- Receive and distribute incoming non-art shipments, assist Registrar with art shipments, receive and distribute all other mail and parcels

#### **Major Responsibilities**

- Assist Facility Operations Director with public area lighting and HVAC systems maintenance
- Housekeeping and maintenance of the interior of the building
- Maintenance and upkeep of the exterior of the building and grounds
- Maintenance support for all Private Events and Museum Programs
- Shipping and receiving of all "Non-Art" materials
- Cleaning of all interior surfaces and facilities
- Cleaning/Maintaining the exterior of the building: sidewalks, windows, doors, trash receptacles, flower beds and dock area
- Moving of furnishings and fixtures at the direction of the Facility Operations Director
- Receive and deliver all incoming mail and package deliveries, advise the Museum Registrar of ALL artifact deliveries
- Removal of all trash from the Museum galleries, roof terrace, administrative wing and exterior of the building
- Regular onsite attendance is required to fulfill the major responsibilities of the job
- Other duties as assigned

## **Abilities**

- Know how to use basic hand tools and read a tape measure.
- Knowledge of Safety procedures and know how to properly use PPE.
- Ability to use email and a computer

## **ADA Specifications**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Must be able to lift and/or move at least 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the daily work environment is usually moderate. However, noise level can be elevated during fabrication and production cycles.