

# LYMAN MUSEUM

## POSITION DESCRIPTION

- Position Title:** Facilities Assistant (Full Time)
- Supervision:** This position is supervised by and reports directly to the Museum and Board Assistant, under the general supervision of the Executive Director.
- Position Summary:** Responsible for keeping the Museum's buildings and grounds orderly and in good repair. Provides information and assistance to the Museum and Board Assistant, and to all departments as appropriate.

### **Duties and Responsibilities:**

Under the direct supervision of the Museum and Board Assistant,

1. Is responsible for the care and maintenance of the Museum's facilities (including vacuuming, trash collection, and janitorial duties) and grounds as indicated in the Maintenance Plan.
2. Routinely inspects facilities and keeps accurate records of findings. Reports findings to the Museum and Board Assistant.
3. As requested, works with repairmen, building services, contractors, and inspectors for all repair, upkeep, and safety-related issues concerning the Museum's facilities and grounds.
4. Keeps accurate records of maintenance schedules, inspection dates and findings, maintenance and equipment contacts, and tasks completed by contractors, staff, and volunteers.
5. Responds to work orders requesting repairs and maintenance.
6. Oversees the set-up and breakdown of furniture, audiovisual equipment, lighting, and other required items for workshops, classes, lectures, meetings, presentations, demonstrations, special events, and similar activities as identified on work request forms.
7. Assists Registrar/Collections Manager, Archivist, and Curators in locating and moving artifacts, cases, boxes, and other items and equipment as requested.

This description does not limit the duties and/or responsibilities of this position.

**Knowledge, Skills, and Abilities:**

- Knowledge of methods, tools, and substances associated with grounds care, including cutting, trimming, fertilizing, and weed control
- Knowledge of basic building, construction, electrical, plumbing, painting, and mechanical trade skills and tools
- Ability to read, understand, and follow blueprints, instruction manuals, project specifications, product labels, and HazMat warnings and directives
- Ability to report, orally and in writing, such findings, records, and other information as specified in the position description and requested by the Museum and Board Assistant and the Executive Director
- Team player orientation, with excellent interpersonal work skills and a positive attitude
- Ability to work well both under direction and with minimal supervision

**Minimum Requirements:**

- High school diploma or equivalent
- State of Hawai'i driver's license and current, clean traffic abstract
- Experience in grounds care, basic construction, and other mechanical trades
- Must be able and willing to work a flexible schedule, as needed by the Museum

**Physical Requirements:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees through personal contact and the use of a telephone and walkie-talkie. Ability to lift and carry 75 lbs. Physical strength and agility consistent with frequent standing, walking, moving, climbing, operating freight elevator, ladder use, carrying, bending, reaching, handling, pushing, pulling, carrying out grounds-keeping tasks, and operating tools and items of equipment associated with grounds keeping, maintenance, and repair.

**Compensation:**

\$14.00 per hour, plus full benefits.

**To Apply, Please Contact:**

Dr. Barbara Moir, Executive Director

[bmoir@lymanmuseum.org](mailto:bmoir@lymanmuseum.org)

Lyman Museum

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