

IMMEDIATE JOB OPENING



Job Title: Facilities Maintenance
Institution: Haggin Museum, Stockton, CA
Classification: **40 Hours** (Tuesday – Saturday), **per week, with benefits** (Hourly, Non-Exempt)
Salary Range: **\$17 - \$20 per hour** (40-hour work week, Tues – Sat, 8:15 AM – 5:15 PM), plus employee medical & dental coverage along with up to a 5% 403b retirement match

POSITION SUMMARY

This is a full-time position that focuses on the museum's overall interior and exterior maintenance along with event, meeting and program set-ups and takedowns (tables, chairs, podium, microphone, etc.). This individual also ensures that the public and non-public areas of the museum are safe, well maintained, and clean. Normal hours: Tuesday – Saturday, 8:15 AM to 5:15 PM.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties

- Regular building checks of public and non-public areas noting areas/items in need of cleaning, replacing lamps in galleries, light fixtures and recommending any necessary maintenance;
- Maintenance and cleanliness of the grounds immediately outside the museum with a daily perimeter check (i.e., power washing, plant watering, trash pick-up, graffiti removal, etc. ;
- Event, meeting and program set-ups and takedowns (tables, chairs, podium, microphone, etc.);
- On-call to respond to any building problems during the hours the museum is closed to both staff and general public;
- Participates in museum facility daily opening and closing the museum based on schedule outlined by the Head Guard and CEO;
- Contact person for service providers and vendors;
- Acts as “troubleshooter”, and oversees the physical building maintenance;
- Prepares, updates, maintains, and implements general facility maintenance schedule;
- Assist the Collection's Department as needed with temporary and core exhibitions.

IDEAL CANDIDATE CHARACTERISTICS

- Being able to work in a team environment, flexibility handling multiple duties at one time;
- Familiarity with building systems and construction trades;
- Basic carpentry skills, knowledge and use of machine shop tools;
- Ability to stand or be on feet for work shifts along with lifting up to 50 pounds;
- Physical dexterity required to access remote spaces (roof, ceiling crawl spaces, etc.);
- Knowledge of basic security procedures;
- Basic computer knowledge and skills;
- Must pass background check prior to employment.

TO APPLY Submit cover letter, resume and three references via email to adminassistant@hagginmuseum.org. Please, no calls.

The Haggin Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.