

Title	<b>Building and Grounds Custodian</b>
<b>Summary</b>	The Building and Grounds Custodian performs regularly scheduled cleaning and building skilled maintenance of a varied nature that includes oversight of safety and security; repairing and maintaining the building, fixtures, machinery, and electrical equipment; and assists with installing and de-installing exhibitions, also performs grounds upkeep and related work as required. Employees at this level receive regular instruction or assistance as new or unusual situations arise. In addition to overall facility maintenance, this position is responsible for safety and security with some public contact in patrolling the building to monitor the galleries and public safety as schedule allows. Periodically assists in circulating the entire building during open hours to deter theft and vandalism; document building needs.
<b>FLSA Status</b>	Hourly, Part time up to 20 hours/week, some weekends
<b>Relationships</b>	<b>Reports to:</b> Assistant Director <b>Works with Internal:</b> All Museum staff- <b>Works with External:</b> vendors and contractors
<b>Job Duties</b>	<p>Opens and closes the building as necessary.</p> <p>Performs custodial work in the care of the facility and maintains a regular cleaning schedule</p> <p>Oversees the contracted services for HVAC systems, elevator, and security.</p> <p>Performs routine and preventative maintenance on various building components, machinery, electrical systems, plumbing, HVAC units, boilers, compressors, motors, and air handling units.</p> <p>Cuts grass, trims bushes, applies fertilizers, and cleans grounds of litter and other yard work.</p> <p>Snow and ice removal, particularly on public traffic paths.</p> <p>Light remodels and repairs of existing facilities for gallery modifications or exterior repairs: using carpentry, masonry, plumbing, and electrical skills and ability to effectively use tools necessary to perform the same.</p> <p>Creates and maintains the budget for building maintenance. Submits cost estimates for remodeling to supervisor and coordinates with outside contractors as authorized.</p> <p>Prepares and paints walls, floors, ceilings, furniture, trim and equipment and minor repairs.</p> <p>Designs and builds items as simple museum furniture for exhibits using hand and power tools.</p> <p>Assembles and repairs office equipment such as but not limited to desks, tables, and shelves.</p> <p>Orders all supplies for completion of the work.</p> <p>Maintains code and safety standards for a public facility.</p> <p>Oversees and monitors the security and public safety needs for the building inside and outside</p>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• A high school diploma or equivalent is required; preferably supplemented by technical trade courses; or any equivalent experience.</li> <li>• Proficient in the use of hand, power tools and diagnostic equipment.</li> <li>• Comfortable with a computer to budget, inventory of supplies, search of equipment, creating requests, cost estimates, etc.</li> </ul>
<b>Non-essential Skills</b>	<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Possess a high degree of personal integrity. Communicates effectively.</li> </ul> <p><b>Mathematical Ability:</b></p> <ul style="list-style-type: none"> <li>• Ability to add, subtract, multiply, divide, budget supplies, handle contracts, estimates.</li> <li>• Conscientious with attention to detail.</li> </ul> <p><b>Certificates, Licenses, Registrations:</b></p> <ul style="list-style-type: none"> <li>• Driver’s license, possibly certified as a boiler operator.</li> <li>• Desirable: CPR/AED training</li> <li>• Bonding and insurability requirements as per the museum’s policies and insurance carrier.</li> </ul>
<b>Authority</b>	No direct reports.
<b>Environment &amp; Working Conditions</b>	Bergstrom-Mahler Museum of Glass is an equal opportunity employer professionally accredited by AAM. Staff collaboration is part of the culture. Duties of this job require the employee to move throughout the building and operate a variety of equipment. Specific vision abilities required.
<b>Position Measurements</b>	<ul style="list-style-type: none"> <li>• Accuracy, thoroughness and attention to detail</li> <li>• Timeliness, ability to meet deadlines, ability to communicate and work well with others</li> <li>• Ability to anticipate repair needs and plan for implementation.</li> <li>• Self-directed, disciplined, confidential and operates with high integrity</li> </ul>
<b>Date Created:</b>	1/11/2019
<b>Apply</b>	Open until filled: Send all inquiries with a cover letter, cv/resume and three references to John Timmer, Assistant Director, <a href="mailto:timmer@bmmglass.com">timmer@bmmglass.com</a>