Rochester Museum & Science Center
JOB POSTING

Job Title: Maintenance Assistant
Department: Facilities
Direct Supervisor: Assistant Director of Facilities
FLSA Status: Non-Exempt
Full-time/Part-time: Full time
Salary: $15.00 per hour
Date Prepared/Revised: 8/06/2021

I. SUMMARY
This entry-level position involves work within the facilities department relating to physical plant maintenance & grounds keeping. Responsible for assisting the Maintenance Mechanic and the Grounds Supervisor in day-to-day duties – performing light maintenance tasks, gardening & snow removal.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. RMSC CORE VALUES
• Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES
• Under the direction of the Maintenance Technician perform light maintenance tasks
• Assist the Grounds Supervisor with removal of invasive plant species, maintaining garden beds not maintained by volunteer gardening clubs, leaf removal and other landscaping tasks
• Assist with snow removal during winter months

IV. COMPETENCIES
Informational/Technical:
Appropriate use of the internet and intranet, email, payroll, and phone systems.

Technology, Equipment, Tools:
Ability to use hand tools for general property maintenance and light equipment. Must have a satisfactory driving record and possess a current, legal, valid, New York State driver’s license.

Communications:
Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff.

Decision Making and Reasoning Ability:
Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to respond to, assess and take appropriate action during emergency situations.

Time Management:
Ability to meet established deadlines. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.
V. QUALIFICATIONS
High School diploma or equivalent. Experience with building maintenance and/or grounds keeping a plus.

VI. PHYSICAL REQUIREMENTS
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 will be made to support individuals with disabilities.

Must be able to walk, stand, bend, climb, ascend/descend stairs without difficulty, use hands to use tools and controls, reach with hands and arms, stoop, kneel and crouch. Must be able to lift and move over 25 lbs. Must have the ability to shovel snow.

VII. WORK ENVIRONMENT
While performing the duties of this job, the employee works in both indoor and outdoor conditions. May be required to report to work in weather-related or other emergencies when the museum is closed.

Please submit your resume & cover letter to: Sue MacDonald, Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: 8/17/2021

Due to the high volume of resumes we receive, no phone calls please.

This job posting reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.