



Role Description: Physical Environment Support Person

Reports to: Operations Manager

Essential Function

The Physical Environment Support Person is responsible for safety, repair, maintenance, and general operational support both the facility and all exhibits.

Essential Duties

- Address all safety, repair, maintenance and general operations support as directed by the Operations Manager.
- Perform maintenance tasks as assigned including exhibits repair, event set up, garden hoses installation, minor repairs, painting, plumbing-including unclogging sinks, toilets and drains, etc.
- Respond to after-hours emergencies including fire alarms, security breaches and weather emergencies.
- Notify the Operations Manager if unavailable for emergency responses.
- Oversee the workshop and other support areas.
- Perform any other required duties as requested by the Operations Manager to aid in better operation of the Museum and service to the customers.
- Keep confidential the business functions of the Museum including, but not limited to, financial status, customer information, employee issues, etc.

Required knowledge, skills, and abilities

- Energetic, enthusiastic, well-organized, and creative.
- Maintain a clean work area and person
- Have patience and understanding for every person that is encountered.
- Be flexible and adaptable to the changes that will occur in the position.
- Be organized, honest, and work well with others, and have an outgoing personality.

Key Competencies:

- Basic building/home repairs and maintenance
- Use of industrial and electrical, mechanical equipment
- Able to take measurements
- Able to lift and carry items
- Identify and report the need for major/minor repairs

Qualifications

Familiarity and experience with plumbing, heating, air conditioning, electrical, building, painting and other trades preferred.

Physical Demands

Considerable standing, walking, stooping, and stair climbing. Some lifting of more than 50 lbs., bending, and stretching overhead is required. Use of ladders and tools and exposure to paints, glues and solvents. Outdoor activities may expose this position to extremes in temperature and inclement weather.

Schedule expectations

Due to varying museum hours, program scheduling, and commitments, the Physical Environment Support Person is expected to have a flexible schedule that will include evenings and weekends as needed.

Application process

Send a cover letter, resume and list of three references to humanresources@kidsplaymuseum.org

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