

MoMA PS1 JOB DESCRIPTION

Title:	Maintainer
Status:	Full-time, Non-Exempt
Reports to:	Assistant Manager of Operations
Date:	10/30/2019

Summary

The Maintainers at MoMA PS1 are responsible for all heavy cleaning, maintenance and event setup around the museum's facilities, including all public and non-public areas.

Supervision

Maintainers report to the Assistant Manager of Operations.

Responsibilities

A. Maintain cleanliness of facilities

- Generally ensure that all interior and exterior areas of the museum are clean, tidy, and safe for the public, staff, and other occupants and users of the building.
- Clean all interior public areas of museum before and after public hours, including but not limited to restrooms, galleries, hallways, and Visitor Kiosk. Tasks include but are not limited to deep cleaning and restocking all restrooms; sweeping, mopping, stripping, buffing, and waxing floors; vacuuming carpet; dusting; emptying garbage receptacles; and handling recycling.
- Clean all exterior public areas of museum before and after public hours, including but not limited to Courtyard and sidewalks surrounding the building. Tasks include but are not limited to raking, weed removal, leaf blowing, snow removal, power washing and garbage removal.
- Proactively monitor and maintain cleanliness of building throughout shift, especially in public areas during public hours, including but not limited to performing all restroom checklist items in a timely manner and according to schedule.
- Clean non-public areas of museum before office hours, including but not limited to offices, carpentry workshop, loading dock. Tasks include but are not limited to sweeping, mopping, stripping, buffing, and waxing floors; vacuuming carpet, dusting, emptying garbage receptacles, handling recycling, removing scrap wood to dumpsters, and properly storing tools and equipment.
- Respond to emergency cleaning needs and requests as required, including from floods, leaks, and other causes.

- Move and assemble furniture, including but not limited to office furniture, desks, filing cabinets, cushions, and other event furniture and supplies.
- Bring mail and other small packages and deliveries to designated areas.
- Proactively check for and remove all graffiti, stickers, and other vandalism and debris from interior and exterior of building.
- Perform other cleaning duties as needed and assigned.

B. General maintenance and repair

- Generally monitor all interior and exterior building areas for repairs ensure safe conditions, and report issues to the supervisor.
- Proactively check for burned-out and non-functioning lighting through interior and exterior of building, report any issues to the supervisor and change as required.
- Perform routine inspections of walls and floors throughout interior and exterior of building, and perform necessary repairs in a timely manner including but not limited to retouching paint and assisting with drywall repairs.
- Remove any snow, ice, and water from outdoor areas, including sidewalks, Courtyard, and loading dock, and install entryway mats as needed to limit interior moisture.
- Respond to emergency maintenance needs and requests as required, including from floods, leaks, and other causes.
- Assist Maintenance Technicians as needed and assigned.

C. Provide event assistance

- Maintain clean and tidy conditions throughout events, including but not limited to maintaining and restocking restrooms and emptying garbage receptacles.
- Setup and breakdown of event equipment including but not limited to staging, tables, chairs, heat lamps, garbage receptacles, event infrastructure, extension cords, kegerators and other event specific items.
- Respond to emergency event needs and requests as required.
- Provide other event assistance as needed and assigned.

D. Building protocol and procedure

- Ensure all doors and windows are returned to locked positions.
- Respond to Security directions as given to maintain the safety and security of patrons, staff and artwork.
- Respond to Fire Alarm and other incidents per discretion of Operations Management and Security Personnel.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. High school diploma or general educational development (GED)/Test Assessing Secondary Completion (TASC).
2. Minimum of one year of responsible experience in building maintenance and repair; or an acceptable equivalent combination of education and experience.
3. Ability to use hand and power tools, or ability to acquire such skill.
4. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.
6. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Please send your resume and cover letter to employment_ps1@moma.org and include "Maintainer" in the subject line.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

MoMA PS1 prioritizes employee safety and promotes safe work practices, which are the responsibility of all employees. 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. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, safety is always a priority. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.