



Facilities Specialist - Operations

Summary: The Facilities Specialist – Operations is responsible to assist in the overall maintenance of the facility for the Golisano Children’s Museum of Naples. This is a part-time hourly position and includes weekends.

Reports to: Facilities Manager

Major Duties

Daily Responsibilities

- Open and inspect the facility to ensure the Museum is ready to open on time and in the predetermined condition as scheduled in conjunction with the Facilities Manager.
- Closing and securing the facility in the predetermined condition.
- Assists staff members as needed and directed by supervisor
- Assist with inspection of exhibits to be sure they are functional on a daily basis.
- Provide repairs to facilities and exhibits as needed or as directed.
- Operating maintenance equipment and tools as required including blower, pressure cleaner, electric saw and other items similar.
- Assisting in any unforeseen events that will require assistance, care or suitable repair to continue operating with little to no disturbance of the museum experience.
- Alerting the Facilities Manager about conditions within or around the facility in need of repair, modification or destruction.
- Perform daily janitorial duties as needed including trash removal, cleaning bathrooms, bio hazard cleanup and other items as requested by Manager on Duty. Including hourly restroom check and address any issues immediately.

Qualifications

- Two to Three years experience within a commercial facility
- Must be able to paint both interior and exterior surfaces
- Must be self-motivated and enjoy working
- Excellent oral and written communication skills
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment and confidentiality
- Ability to work with people of all ages
- Ability to work independently with little supervision
- Must have reliable transportation
- Must be able to work flexible hours, including evenings, holidays and/or weekends
- Must pass a background check and be fingerprinted
- Bilingual candidates preferred
- Must be able to lift 50 lbs.

Working Conditions:

- a. Interactive Museum environment
- b. Moderate amount of local travel
- c. Regular interaction with public
- d. Limited exposure to environmental hazards that may arise through normal tasks in this position.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To Apply:

Please send cover letter, resume, three references to: hrjobs@cmon.org or mail to: HRJobs
15080 Livingston Road, Naples, FL 34109

No phone calls please.

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