

# Maintenance and Janitorial Manager Job Description

**Role:** The position of Maintenance and Janitorial Manager is one of vital importance to the overall success of Leonardo's Children's Museum & Adventure Quest (AQ), ensuring the safety and comfort of our guests. The ideal person for this position is one who is a "jack of all trades" with varied employment and educational experiences. The major function of this team member is to make sure that the museum and outdoor park are fully operational each day, including all exhibits, restrooms, and supplies.

## **Experience Required:**

- Exposure or experience with repairing and fixing a variety of things
- Electrical, plumbing and some construction experience a plus
- Maintaining the safety and cleanliness of a facility

## **Duties and responsibilities:**

- Follow daily, weekly, and monthly checklists for routine maintenance in museum
- Oversee all repairs and maintenance projects of the museum and AQ
- NOT AFRAID TO GET DIRTY
- Coordinate and assist contracted custodian workers as needed
- Monitors and communicates supply needs with Business Office Manager to maintain proper levels of stock.
- Perform annual maintenance of museum and work with Facilities Committee on maintaining and repairing exhibits
- Overseeing **all** annual checks:
  - Fire alarms and Sprinkler Systems
  - Fire Extinguishers
  - Air conditioning, heating, plumbing, filters and maintenance
  - Security System
  - Others as needed
- Maintain a "to do" list
- Work with Volunteer Coordinator to delegate tasks for volunteers
- Seek most efficient and cost-effective methods on all projects
- Ability to creatively solve problems
- Ability to work with others in a professional manner
- Ability to work in outdoor weather and tolerate Oklahoma's range of temperatures
- Capable of lifting and moving heavy objects (up to 50 pounds)
- Assist with supervision of gardening staff
- AQ--Mow, trim, and edge grass, operate sprinkler system, monitor all buildings, gates, fences, etc. associated with gardens, maintain playground

## **Reports to Director of Museum Operations**

**Schedule: Full Time, Medical Insurance after 90 Days, Salaried after ONE year.**

**Compensation: Commensurate with experience**

I understand the requirements for this position and will do my best to fulfill them.

\_\_\_\_\_  
Signature Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Executive Director

\_\_\_\_\_  
Date