

Job Description for Building and Grounds Maintenance Worker

Organization:

Incorporated as a non-profit organization in 1922, Silvermine has exemplified excellence in art and art education for nearly a century. Our mission is to cultivate, promote and encourage growth through the arts and to provide arts education and appreciation opportunities for the greater community. For 100 years, Silvermine has provided art experiences that engage individuals of all ages, ethnicities, races, genders, and income in creative expression and discovery through making and exhibiting art.

Our four-acre campus in New Canaan encompasses an award-winning School of Art; a nationally renowned Guild of over 300 professional artists; a complex of five galleries presenting exhibitions by emerging and established contemporary artists; a permanent collection of original prints; and an outdoor Sculpture Walk that blends art and nature.

Our educational mission extends beyond our campus. Our extensive Educational Outreach Programs provide curriculum-based arts education to 1,500 children in under-resourced Bridgeport, Norwalk, and Stamford schools and nourishes the creative spirit of individuals with disabilities or mental health issues through collaborations with neighboring non-profits.

For more information, please visit www.silvermineart.org

Position:

Silvermine Arts Center is currently seeking a Building and Grounds Maintenance Worker to set up classes, maintain the art studios and gallery buildings and perform light grounds work to ensure full and productive use of Silvermine Art Center's campus. The Maintenance worker is responsible for performing semi-skilled tasks that may include maintenance and repairs of plumbing fixtures, electrical, interior, and exterior buildings. To accomplish these tasks the Buildings and Grounds Maintenance Worker must work closely with the staff and administration.

This is a part-time hourly position – 30 hours per week - Monday-Friday 7:30am – 2:00pm (includes half-hour lunch) with occasional weekends, evenings, and mornings – as needed for events, weather-related duties, or emergencies.

Responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS

- Execute daily studio set-ups, including morning and mid-day change-overs
- Requires movement of easels, tables, chairs, and some specialized equipment
- Set up for occasional weekend and evening events as needed
- Distribution of equipment and materials within and between school buildings, including all gas tank replacements, art supplies, and Crystal Rock containers.
- Perform preventative maintenance and minor repair in connection with Electrical, plumbing, and HVAC systems, Interior and exterior of buildings and campus grounds
- Maintain school buildings and grounds in top condition to ensure full and productive use of the facilities. Responsibilities include:
 - Sweeping
 - Mopping
 - Garbage removal
 - Painting walls

- Changing light bulbs
- Stocking bathrooms and studios with soap and paper towel
- Monitor inventory of custodial supplies and communicate to the school office when restocking is required
- Carries out assignments in a non-disruptive manner in areas receiving heavy public use
- Other duties as assigned by Supervisor or Administrative Staff

GROUNDS KEEPING

- Perform seasonal maintenance including leaf blowing/raking, shoveling & salting, weeding, etc.
- Ability to adjust schedule accordingly and respond to demands for shoveling and salting after snowfall.
- Perform exterior building maintenance including cleaning gutters, removal of Ivy, weeding
- Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.
- Safely operate hand and power tools and maintain equipment as needed
- Safely handle & use herbicides and other chemicals used in grounds keeping
- Respond to emergency calls outside of normal work hours

PHYSICAL DEMANDS AND WORKING CONDITIONS ENVIRONMENT

- Respond occasionally to emergency calls outside of normal work hours
- Indoor/outdoor environment subject to changing conditions and temperatures
- Exposure to fumes, dust, dirt, oil/grease, odors, heights, and loud noises
- Exposure to cleaning agents and chemicals such as disinfectants, propane, herbicides, and paints
- Direct contact with the public - students, teaching staff, and administrative staff
- Working with or around machinery with moving parts

PHYSICAL DEMANDS

Strength and mobility to work in a typical school maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, and climbing; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person.

- Lifting, carrying, pushing, and pulling objects weighing up to 100 pounds with proper equipment
- Climbing ladders and working from heights as necessary
- Dexterity of hands and fingers to operate a variety of custodial and grounds equipment
- Standing and walking for extended periods
- Frequent bending, kneeling, and crouching
- Clarity of vision at varying distances to perform custodial and grounds duties

HAZARDS

- Working with chemicals, tools, and powered machinery

QUALIFICATIONS

- High School diploma/GED; AND one (1) years of general maintenance experience; OR an equivalent combination of education, training, and experience.
- Ability to read chemical labels
- Ability to meet required physical demands of the position
- Understand oral & written communication
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner

Job Type: Part-time

Salary: \$22.00 per hour