



explora!

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Explora Job Description

Group: Operations

Position: Custodian & Maintenance Technician

Reports to: Facilities Manager

Date last updated: 07-02-15

FLSA status: 20-29 hours per week (part time); non-exempt (hourly)

How to apply: Send Cover Letter and Resume to Mike Dines via mdines@explora.us

Position Summary:

Under general supervision of the Facilities Manager, the Custodian & Maintenance Technician will perform custodial & maintenance duties to ensure that Explora is a safe and clean environment for visitors, members, volunteers, and staff. Will be responsible for the cleanliness of all Explora buildings and grounds and will assist the Facilities Manager in the general maintenance of the facilities.

Essential Duties and Responsibilities:

- Cleans, sweeps, mops, waxes and polishes floors, cleans carpets, and furniture
- Washes windows, sills, doors, walls, and will high dust areas as scheduled
- Cleans and sanitizes restrooms, dusts and vacuums rooms, and will empty trashes in public and staff areas
- Perform grounds keeping functions of the property such as snow and ice removal, lawn mowing, fertilizing, tree trimming, picking up litter and all other seasonal grounds duties
- Opens and closes building for daily business operations
- Will assist Facilities Manager with maintenance duties such as minor repairs to patching walls and doors, painting trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles and carpet. May also assist in larger painting projects and drywall repairs, construction, and demolition as necessary
- Will assist Facilities Manager and or contractor(s) , if required, with mechanical issues to HVAC, plumbing and electrical systems
- Responsible for the maintenance of Explora's vehicles by following scheduled maintenance and will ensure that all vehicles are kept clean
- Participate in security operations by assisting with fire alarms, parking lot patrol, and assisting with emergency situations
- Orders and stocks materials and cleaning supplies.
- Support and assist with the needs of all groups within Explora.
- Participate in operations group meetings and activities.
- Perform duties as needed for special events such as set up, tear down and clean up as necessary as well as daily programs, classes, camps and birthday parties and rentals
- Move heavy furniture, supplies and miscellaneous equipment as needed
- Maintain a current and valid driver's license to perform work duties if position requires activities that require travel
- Will work at least two weekends per month and occasional late shifts
- Play an active role in Explora's mission.
- Other duties as assigned by director or manager.

Minimum Qualifications:

- 1 year or more experience in custodial and building maintenance.

Tools & Equipment Used:

- Floor buffers, steam cleaners, carpet cleaners, vacuum, mops, broom, dusting equipment and various hand tools used

Work Conditions:

- Requires standing and/or walking, with regular need to perform physical actions that include, sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.
- Facility may expose employee to loud noise levels, temperature changes and physical obstacles.
- Must pass a federal background check upon employment

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position, it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Explora maintains the right to augment, add or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities.

Employee signature

Date signed

Director signature

Date signed

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