**CANAJOHARIE LIBRARY AND ARKELL MUSEUM**

JOB DESCRIPTION

Buildings & Grounds: Full Time Hourly

**Responsibilities:**

Administrative:

* Work with the Museum Director to develop the annual Building, Grounds & Security Budgets
* Track and report monthly expenses compared to budget

Building & Grounds:

* Plan, conduct and oversee all annual and daily maintenance and repair work for the building
* Make requests for and maintain suitable supplies, tools, and equipment for building and grounds
* Monitor and maintain HVAC systems and keep daily log of temp and humidity
* Shovel snow and mow the lawn
* Oversee and provide information for annual inspections by local and state government and fire department
* Arrange for the services of outside contractors as needed for snow plowing, garden, elevator, HVAC, security, etc. per approved budget
* Maintain inventory records for OSHA compliance
* Set up and take down tables and chairs etc. for meetings and events

Security:

* Monitor and maintain Security systems, cameras and monitors
* Keep master list of keys and key-holders—hand out and collect keys as employees are hired and leave.
* Be the first response to all security alarms, and maintain records of all false and true alarms
* Work with museum desk staff to develop procedures and keep accurate records of gallery monitoring, walk-throughs, closing and alarming the building.
* Oversee the work of contracted security guards and security monitors
* Develop good relationships with local police and fire departments and keep them informed of our interests and concerns
* Join appropriate professional organization for museum security and keep abreast of the latest best practices
* Assist with art handling and moving
* Be available for all emergencies as required

**Desirable education and experience:**

* Experience in the maintenance of buildings and grounds.
* Must demonstrate aptitude or competence for assigned responsibilities.
* Possess oral and written communication skills
* Ability to read and explain blueprints basic operating instructions and safety data sheets.
* Working knowledge of federal, state, and local regulations regarding personal

safety and environmental protection

* Expert knowledge of cleaning products, equipment, and processes
* Have a valid NYS driver’s license

Physical Demands: Required to stand; sit; walk; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must frequently lift and/or move up to 100 pounds.

Reports to the Museum Director

Supervises part-time building and grounds staff