

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Facilities Assistant
Department:	Operations
Supervisor:	Facilities Technician
Employment Status:	Full-Time
FLSA Status:	Non-Exempt
Work Hours:	Mon–Fri 7am-4pm
Issue/Revised Date:	03/15/2016

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Under general supervision of the Facilities Technician, performs a variety of duties associated with general maintenance and repair of the buildings, facilities, grounds, equipment, and event support.

Minimum Qualifications:

- High school diploma or equivalent.
- Minimum 2 years or combination of experience and/or formal training in facilities maintenance, construction, HVAC, mechanical, electrical, and plumbing systems.
- Working knowledge of carpentry, electrical, mechanical, plumbing, and proper use of hand/power tools.
- Understanding of basic HIOSH/OSHA requirements, safety and first aid procedures.
- Effective communication skills with the ability to work independently and in a team setting.
- Strong focus on attention to detail, organizational skills, ability to multi task and manage multiple projects/deadlines.
- Ability to work evenings, weekends, and holidays as required.

Desired Qualifications:

- Certification / professional training in related fields. HVAC, mechanical, heavy equipment, etc.
- Museum facility experience.

- Understanding of Honolulu Museum of Art's vision, mission, values and a dedication to advancing the organization in a sustainable way for future generations to enjoy.
- Valid Driver's license.

Essential Duties:

- **Carpentry:** Performs rough and finished carpentry; tears down and rebuilds partitions; installs new flooring such as wood, flooring and tile; performs bench carpentry using shop equipment and power tools such as drills, saws, sanders, planers, air nailers, routers, and radial arm saws. Builds tables, cabinets, shelves, and desks from rough sketches and blueprints. Installs pre-hung, slab, wood-framed, and metal doors and window frames. Repairs window frames, tables, chairs and other wooden equipment.
- **Painting:** Prepares various surfaces for paint, enamel, lacquer, varnish, or stain. Performs plaster work and does patch plastering on old wall surfaces. Mixes prepared paint and paints a variety of surfaces both inside and outside of the buildings using brushes, spray guns, and rollers.
- **Plumbing:** Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts; assembles, installs, and repairs pipes, fittings and fixtures of water, heating, and drainage systems.
- **Electrical:** Performs very basic electrical repair work in wiring for switches, outlets, plugs, and ballasts. Performs basic HVAC maintenance.
- **Roofing:** Repairs or replaces leaking and defective roofing using materials such as roll roofing, roof coating, primer sealers, flashing, etc, and installs roof tiles.
- **Concrete and Masonry:** Pours concrete to make floors, walkways, pads or other projects. Lays building materials such as brick, tiles, block, glass, and gypsum.
- **General maintenance:** Maintains fish pond and fountain; cleans debris from drainage areas; cleans A/C register grills; inspects Café grease trap, introduces enzymes to sumps, and changes exhaust fan filters. Maintains equipment and work areas; estimates and orders materials and supplies.
- Other duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand. Sense of humor and flexible approach to the position is a must.

Working Conditions and Atmosphere:

Ability to climb stairs, walk on uneven, and occasionally slippery surfaces. Ability to pull, push, lift and carry up to 50 pounds with occasionally heavier loads. Ability to bend, stoop, kneel, crawl, and crouch. Work areas can be dusty, humid, have various kinds of chemicals, fumes and odors. Noise level is usually normal, but may be loud when using power equipment.

This position works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class