

Saint Augustine Lighthouse & Maritime Museum, Inc.

Job Description

Job Title:	Facility Maintenance Technician	Schedule:	Work as required; weekends as scheduled.
Reports To:	Facility Maintenance & Operations Supervisor		
Department:	Museum Services Division	FLSA:	Non Exempt

Job Summary:

Perform daily routine manual tasks in maintaining the cleanliness, sanitary conditions and appearance of St. Augustine Lighthouse and Maritime Museum, Inc. (the Museum) historical structures, buildings and grounds. Also, perform Site Shifts supporting our History with our guests. While this position reports to Facility Maintenance & Operations Supervisor for performance reviews etc. the work orders and maintenance requests are channeled through the Lead Facility Maintenance Technician.

Major Responsibilities:

Cleans site, restrooms, offices, hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing.

Empties and decontaminates trash containers around site and offices.

Disposes of infectious waste when assigned.

Moves, rearranges and dusts furniture and fixtures.

Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks.

Cleans and waxes floors using industrial-size mops and/or machines.

Strips and polishes floors using buffing machines.

Washes blinds, windows and walls with prescribed solutions.

Sweeps sidewalks, porches and tiled surfaces; Applies pressure washing as required

Operates wet/dry vacuum for cleaning and shampooing carpeted areas.

Maintains equipment; reports needs for painting and minor building or equipment repair to supervisor.

Replaces light bulbs and/or reports safety hazards to supervisor.

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Facility Maintenance Technician

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Knows basic wood working & use of wood working tools.

Cuts grass, trims shrubs, waters plants and performs other related duties on the grounds when assigned.

Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.

Maintains historical building according to SHPO Standards (State Historical Preservation Office).

- Learn standard through operation supervisor and director.

Maintains site equipment, AC maintenance and air handler filters changed

Safe operations of power tools, ladders and safety harnesses for site maintenance and repairs (following OSHA Guidelines)

Performs many varied custodial tasks necessary for the upkeep of buildings and grounds.

Perform Site Scheduled Duties – greet guests at path, base of tower and / or top of the tower, site safety

Performs other duties as assigned.

Qualifications:

BA or BS preferred, min. High School graduate or GED equivalent required. Excellent Communications and interpersonal skills required. Minimum 1 year of maintenance, janitorial or custodial and / or historical site experience preferred. Customer service and history of St. Augustine skills required during site shifts.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Physical requirements are those present in normal custodial maintenance conditions. Must be able to climb the lighthouse tower and perform required duties for periods of 2.5 - 3 hours in Florida weather condition. Must be able to lift 30 lbs and learn CPR (provided by us).

Our role on site shifts includes visitor safety and sharing the History of the Lighthouse with guests. Must be operational flexible to meet sudden and unpredictable business needs.

Understands our Mission

“To Discover, Preserve, Present and keep alive the Stories of the Nation’s Oldest Port, as Symbolized by our Working St. Augustine Lighthouse”