**TITLE:** Historic Sites Maintenance Assistant

**DEPARTMENT:** Historic Sites

**REPORTS TO:** Historic Sites Facilities & Preservation Manager

**STATUS:** Full time/Non-Exempt

**SUPERVISES:** None

**REVISION:** January 2021

**SALARY:** $14.00 per hour

**POSITION SUMMARY:** The Historic Sites Maintenance Staff is responsible for the cleaning, care, and upkeep of the Lakeshore Museum Center’s Historic Sites. As a member of the LMC Maintenance team, the Historic Sites Maintenance Staff will also assist with special projects and routine work at all of the Museum’s sites.

**ESSENTIAL FUNCTIONS:**

1. **Administration** 
   * Assists with budget tracking by providing receipts and purchase orders.
   * Produce monthly reports to Historic Sites Preservation Manager.
   * Attend staff meetings, department meetings, and supervisor meetings.
   * Assist in writing museum newsletters
2. **Buildings & Grounds:**
   * Assist with the daily cleaning of the 5 historic houses.

* Assist in maintaining appearance of Historic Sites including painting, wood repair, woodworking, and window repair.
* Assist in perform routine maintenance of the buildings, grounds, and equipment at the Historic Sites.
* Assist in routine maintenance inspections of the buildings and grounds to catch any problem areas early.
* Assist with any grounds maintenance.
  + Assist grounds maintenance staff to maintain presentable and well-kept sites.

1. **General Maintenance:**

* Assist with special events and event setups.
* Operate and help maintain museum owned equipment safely: van, lift, snow blowers, lawn maintenance equipment, table saw, lathe, drill press, planer, hand tools, scaffold and ladders.
* Assist with department projects, special projects, and other duties as assigned.
* Complete maintenance projects based on outcomes from bi-annual building inspections.

1. **Safety**:

* Respond to alarm calls when requested at the five sites.
* Complete assigned eSafety training courses and participate in additional training as necessary.
* Maintain necessary certifications.
* Maintain PPE.
* Report any issues to Safety Manager, Preservation Manager immediately.

**REQUIREMENTS:**

* High School Diploma
* Valid Driver’s License
* Carpentry and woodworking experience; experience with historic restoration and preservation
* Drywall finishing and plaster work
* HVAC, electrical, and plumbing
* Moderate to heavy lifting; 30-50 pounds
* Ability to climb ladders, deal with heights, and crawling/walking in tight spaces
* Required to work some weekends in the winter for snow removal
* Required to work some weeks for program/events setup & tear down
* Ability to get certified to wear a HEPA respirator
* Cooperative in nature, able to work well within a team structure

**COMPENSATION:**

* Full time position with a benefits package that includes health insurance, retirement contributions, vacation, and sick leave.

To Apply: Send cover letter and resume to [Cheryl@lakeshoremuseum.org](mailto:Cheryl@lakeshoremuseum.org), subject Historic Sites Facilities & Preservation Manager, or mail to Cheryl Graves at Lakeshore Museum Center, 430 W. Clay Avenue, Muskegon, MI 49440. The LMC is an equal opportunity employer. For more information, see www.lakeshoremuseum.org.