



## Facilities Maintenance Assistant (Part-Time)

(\$18.00 - \$20.00 per hour)

Pretend City Children's Museum ("Pretend City") is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children's Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

Are you handy? Pretend City is currently hiring for a self-motivated and quick learner Facilities Maintenance Assistant (Handyman) who is responsible for proper maintenance and upkeep of the entire museum including but not limited to staff work and office spaces, museum common areas, exhibit floor and traveling exhibit area. This position is scheduled to work both Saturday and Sunday, and flexible weekday as needed.

### Major Job Responsibilities:

- Maintains and repairs basic functions of the museum as determined by the Facilities Manager
- Assist with repair minor electrical, plumbing, painting repairs within museum
- Maintains and safeguards all company tools and equipment
- Responds to maintenance requests assigned by Facilities Manager in a timely manner and with a professional attitude
- Perform routine maintenance on grounds, parking areas, driveways, etc., by cutting, trimming, policing, sweeping, etc., as necessary/directed
- Report emergencies and unusual situations immediately
- Perform other duties as assigned

### Qualifications:

- Minimum one years' experience and specific knowledge of hands-on construction, plumbing, electrical, installation and maintenance
- Must be able to work weekends. Occasional evenings, early mornings and on-call as needed
- Demonstrated experience and proficiency in the following areas: painting, minor fabrication, construction, carpentry, woodworking, bleaches, and solvents
- Comfortable with heights, heavy lifting, and shop equipment (table saw, miter saw, grinders, etc.)
- Strong written and oral communication skills, and ability to handle multiple, high priority activities simultaneously
- Ability to maintain adherence to departmental policies and processes

### Application Procedure:

To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Facility Maintenance Assistant.

**Pretend City Children's Museum is proud to be an equal opportunity employer and is committed to actively seek a diverse pool of qualified candidates. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable law.**