

6090

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/05/95
Revised

TITLE: MUSEUM MAINTENANCE WORKER

DEFINITION

Under general supervision, to assist Museum staff in the construction of exhibition display materials, the set up and removal of displays, and the repair of Museum buildings and fixtures; to clean and provide custodian care of the interior and grounds of Museum buildings; and to do related work as required.

REPORTS TO: Administrative Curator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Curator.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Assist in the building of panels, cases, backgrounds, and stands for use in exhibits.
- Assist in the installation, maintenance, refurbishing, and removal of exhibits.
- Participate in the maintenance and repair of Museum buildings, fixtures, and equipment.
- Assist in installing and maintaining irrigation water systems.
- Move and arrange furniture and equipment and set up rooms for special meetings and events; adjust window shades and blinds; lock and unlock doors and buildings; regulate ventilation and temperature.
- Sweep, mop, wash, and polish floors; dust and polish furniture, woodwork, fixtures, and equipment; wash windows and walls; empty and clean waste receptacles; clean and maintain supplies in restrooms; replace lights and adjust shades and blinds.
- Water, mow, weed, trim, renovate, and fertilize lawns; plant, water, and care for shrubs, flower, and trees; rake leaves, clean walks; pick up paper and debris; empty and clean waste receptacles.
- Open and close Department buildings, activating and deactivating alarm systems.

QUALIFICATIONS

Knowledge of:

- Simple electric wiring, plumbing, and carpentry as related to building maintenance.
- Methods, materials, tools, and equipment used in custodian and grounds maintenance work.
- Safe work practices.

Ability to:

- Assist in the construction and maintenance of Museum exhibits.
- Assist skilled workers in building maintenance.

- Use a variety of building maintenance, custodian, and groundskeeping equipment and materials.
- Understand and carry out oral and written directions.
- Work independently in the absence of supervision.
- Establish and maintain cooperative relationships with those contacted in course of work.
- Work flexible hours and overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the tenth school grade.

Experience: Six months of experience in janitorial and minor building maintenance work.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Museum Maintenance Worker

TO: Museum Exhibit Carpenter