

Weekend Maintenance

Reports to: Maintenance Chief

Schedule: Saturday & Sunday, 8am-4pm, special events and evenings as needed

This position will include the general maintenance and custodial duties at the Jupiter Inlet Lighthouse & Museum and natural grounds. The ideal candidate will be a self-starter and take direction well.

Full Job Description

- Essential maintenance duties:
 - Performs maintenance work involving various projects within an assigned area, which may include building maintenance, pest control, grounds maintenance or other projects
 - Performs various tasks associated with cutting brush/ tree limbs, trimming shrubs, hedges, picking up debris/ litter from roadsides/ easements/ grounds, raking/ blowing leaves, spreading ground materials, digging holes/ trenches, shoveling materials
 - Performs tasks associated with building repair/ maintenance projects/ activities, which may include painting interior/ exterior walls, assembling/ erecting cubicles, pulling wires, hanging storm shutters, moving furniture, setting up tables/ equipment for meetings/ functions, cleaning building areas, sweeping surfaces, or mopping floors
 - Operates a variety of equipment, machinery and tools used in projects and activities, which may include weed eater, leaf blower, hedge clipper, chemical sprayer, sledgehammer, post driver, post hole digger, concrete finishing tools, carpentry tools, mechanic tools, power tools, or hand tools
 - Communicates with supervisor, employees, volunteers, other departments, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or solve problems
- Custodial duties:
 - Performs basic custodial duties including blowing debris/ sand / dirt off walkways, decks, porches, and staircases of structures
 - Pick up and removal of all trash throughout the property.
 - Empty trash cans through property
 - Sweep out lighthouse from watch room deck to base.
 - Sweep out and dust Keeper's Workshop
 - Sweep out and dust Tindall House
 - Buff windows and acrylic doors
 - Dust mop or vacuum floors in Museum, gift shop, café and trailers

- Clean restrooms in Museum, gift shop, café, offices, and trailers as needed including restocking of items.
- Set up tables, chairs, etc. for meetings and events.
- Pick up vendor supplies and restock items as needed
- Wipe handprints from entrance / exit doors as needed

Qualifications:

- High school diploma or equivalent; minimum of one year of experience in a natural park environment, museum, or historic site
- Basic knowledge of carpentry, plumbing, electrical or air-conditioning equipment; maintenance, repair and/ or construction in a commercial, institutional or other related industry.
- Must be able to work irregular schedules, in temperatures & weather extremes
- Must be able to meet all company's requirements and agree to all requirements and policies as outlined in the Employee handbook
- Must possess good oral communication skills, and be able to follow instructions and take direction by various means of communication such as phone, two-way radio, and computer
- Must possess the ability to read, write in English.
- Must be able to climb the lighthouse, 156 feet from ground level
- Must be able to lift 40 lbs. and use of handheld truck/ dolly
- Must be able to spend time standing and walking on surfaces such as concrete, wood, metal, as well as slippery and wet surfaces
- Must be able to perform duties requiring bending at neck, waist, and shoulders, twisting and rotating hands, elbows and forearms; frequent squatting and crouching
- Must have a valid driver's license

Salary: \$17/hour, part-time, non-exempt

To Apply

Email your cover letter and resume to Katrina Heller, Executive Director, at jobs@jupiterlighthouse.org
(no phone calls or walk ins please)

The Jupiter Inlet Lighthouse & Museum is an Equal Opportunity Employer and will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, advancement, training and other conditions of employment against any employee or job applicant on the basis of race, creed, color, disability, gender or national origin.