



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: General Maintenance/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert Planetarium is seeking a reliable, skilled part-time General Maintenance worker to join our team. The primary function of the General Maintenance worker will be to perform a variety of specialized tasks to maintain the interior and exterior condition and appearance of the buildings on our premises. This position requires a versatile individual who can work independently or part of a team to handle basic plumbing, electrical, construction and mechanical tasks.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Road, Centerport, NY 11721

Status and Range: Non-exempt, \$22.00 - \$24.00 per hour

Hours: Year-round part-time position, Monday – Friday, between the hours of 8 AM – 4 PM approximately 30-34 hours per week. Some Saturday availability for help with museum events.

Duties and Responsibilities include the following:

- Perform specialized tasks in maintenance trades, such as carpentry, plumbing, electrical, painting, studding, sheetrock, spackling, taping, sanding, and all repairs required inside and outside of the buildings on our premises.
- Assist and perform various skills of a general nature in connection with the maintenance, repair and construction tasks in the upkeep of our buildings.
- Knowledge of plumbing to address leaks, clogs or other drainage problems, and minor pipe replacement.
- Assist in checking electrical and lighting systems and perform repairs and/or replacements, as necessary.
- Perform preventive maintenance and complete general repairs on boilers and HVAC systems.
- Perform functions in the construction, installation and maintenance of buildings, including siding, soffits, roofs, furniture, fences, cabinets, shelving, and a variety of other structures and items.
- Repair entrance and internal doors, locks and hinges.
- Use ladders, staging, or scaffolding devices as part of a normal work routine.
- Work closely with the supervisor to prioritize projects based on schedule, emergency repair and requested completion dates.
- Operate various commercial hand and power tools.

- Attention to detail to ensure that all jobs are completed in an exemplary manner to ensure any potential hazards or warning signs of problems are not overlooked.
- Assist with facility setup and breakdown for events or moves.
- Flexible schedule during emergencies such as inclement weather.
- Must be able to work outside during snowstorms to clear roads and walkways.
- Perform other related duties as assigned.

Skills:

Ability to work without supervision and use good judgment

Medium to heavy physical effort; ability to use snowblowers and shovels, as necessary

Excellent verbal communication and interpersonal skills

Adhere to the basic rules of good conduct as expected on public grounds

Ability to stand and walk for long periods of time while working outside in the elements

Experience:

Valid NYS Drivers License (Required)

US work authorization (Required)

General maintenance: 5+ year (Preferred)

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.