



CHESAPEAKE BAY MARITIME MUSEUM

213 NORTH TALBOT STREET | ST. MICHAELS, MD 21663 | 410-745-2916 | CBMM.ORG

POSITION: FACILITIES MAINTENANCE ASSOCIATE

REPORTS TO: FACILITIES MANAGER

The Chesapeake Bay Maritime Museum (CBMM) is dedicated to preserving and exploring the history, environment, and culture of the entire Chesapeake Bay region, and making this resource available to all. As an educational institution, staff fulfill CBMM's mission, goals, and vision, working individually and collaboratively to encourage the public's access to our collections, programs, and resources.

Serving more than 90,000 guests each year, CBMM's 18 acre campus includes a floating fleet of historic boats, 12 exhibition buildings, and changing special exhibitions, all set in a park-like waterfront setting along the Miles River and St. Michaels' harbor.

SUMMARY DESCRIPTION

Operational knowledge of hand and power tools, trucks, tractors, equipment maintenance and painting. Ability to perform basic carpentry, painting, plumbing and electrical work. Willingness to perform routine manual work. Ability to follow directions and work well with others. Physical ability to lift 50lbs. Work is regularly performed in a combination of outdoor, office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

One year experience in semi-skilled building and grounds maintenance or landscaping position or vocational school or any equivalent combination of experience and training.

KEY ATTRIBUTES

- Excellent communication skills.
- Ability to work well with a small team in a customer facing environment while promoting CBMM's Service Values.
- Basic operational knowledge of hand and power tools.
- Willingness and ability to perform routine manual work in an outdoor setting.
- Ability to read and interpret equipment manuals, technical documents, and work orders.
- Comply with OSHA Safety and Health rules.
- A valid driver's license; clean driving record.

PRIMARY RESPONSIBILITIES

- Maintain organized and neat appearance of lawns, planting beds, gardens, hardscapes, parking lots, walkways, and fencing, in accordance with industry best practices.
- Safe operation of machinery to accomplish above tasks.
- Trash and recycling removal from all collection points around campus.
- Assist CBMM's custodial function as needed.
- In landscape off-season, and at any other time as directed by the Facilities Manager, perform general maintenance and repair of CBMM buildings, outbuildings, building systems, marina facility (including bulkheads), and all exterior plumbing and electrical installations
- Maintain working relationships with CBMM volunteers, vendors, and contractors performing work in any area of responsibility.
- Keep maintenance workshop environment clean, orderly, and safe.
- Support Facilities department in the setup and breakdown of campus private events, as well as CBMM fundraising events and festivals (weekend and afterhours work required).
- All CBMM employees are expected to have positive-interaction with CBMM guests & volunteers in accordance with our service values.
- Other duties as necessary for the operation of CBMM or as assigned by the Facilities Manager or CFO.

This position is a full time, nonexempt position of CBMM with an expected minimum work schedule of 40 hours per week. All staff are expected to be available to work a flexible schedule that may include evenings and weekends.

The **Facilities Maintenance Associate** is expected to be present for all special events and advancement functions unless otherwise arranged with the Facilities Manager and may be assigned to work in a capacity alternate to that defined.