

USS MISSOURI MEMORIAL ASSOCIATION

POSITION DESCRIPTION

Position Title: **Facilities Maintenance Assistant**

Reports to: **Facilities Supervisor**

Department: **Engineering/Facilities**

Primary responsibilities: Responsible for enhancing the visitor experience and supporting restoration efforts through the cleaning and maintenance of the internal and external public areas.

Primary duties:

1. Clean restrooms and stock needed supplies
2. Empty and clean trash receptacles and ash cans
3. General clean-up in visitor areas
4. Upkeep of public areas
5. Provide light construction support for the Facilities Supervisor
6. Clean-up in support of industrial activities
7. Support of ADA access including transportation of visitors in wheelchairs up to the main deck of the ship
8. Operation of forklift to load supplies / people on and off ship
9. Stripping and waxing floors, polishing, sweeping, mopping, maintenance of restrooms
10. Assist other departments as directed by the Facilities Supervisor.

Working Conditions: A maintenance assistant spends between 1/3- 2/3 of the time on the ship/pier-side in warm, hot, and humid conditions. Under 1/3 of the time is spent in humid/wet conditions and high places. A maintenance assistant may walk through parts of the battleship currently undergoing restoration with exposure to paint fumes, paint chips, and paint particles.

Schedule: PT and FT positions. May include holidays, weekends, evenings, and some overtime

Education, Experience and Skill requirements: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

The ship maintenance assistant must be able to converse with the general public in professional and courteous manner.

Driver's license (current) helpful

The employee must observe all safety regulations regarding the safe handling of hazmat materials.

Physical requirements: A pier maintenance assistant spends over 2/3 of the time using hands to finger, handle, feel, reach with hands and arms, pushing, pulling, talking and/or hearing. 1/3 to 2/3 of the time is spent stooping, kneeling, crouching or crawling. The position must be able to enter and exit forklift for operation. The position must be able to push an occupied wheelchair 100 feet up and down an inclined ramp and help occupants in and out. Less than 1/3 of the time is spent sitting. The pier maintenance assistant may need to lift or move objects weighing as little as 10 pounds and no more than 50 pounds. The job requires the ability to lift trash receptacles up and into a large dumpster repeatedly over the course of a day. The position spends over 2/3 of the day walking and must be able to walk up and down a flight of stairs numerous times per day. The position needs excellent general vision, good peripheral vision, the ability to judge distance and a sense of smell in order to ensure the safety of employees and visitors as well as work in dimly lit areas. Excellent vision is also required for the safe handling of hazmat material.