

# **Maintenance Person**

## **Bayshore Center at Bivalve**

### **Job Description**

**The Bayshore Center at Bivalve** is a working water front museum dedicated to environmental education and the history of the Delaware Bay region. The organization owns and operates the historic Schooner the AJ Meerwald, a sailing classroom and vehicle to enjoy the area waterways. The museum, located in the historic ship sheds in Bivalve, NJ, is the AJ Meerwald's home port.

#### **Overview**

The Maintenance Person (MP) is responsible for the upkeep, cleaning and repair of the Bayshore Center at Bivalve. The MP is responsible for basic repairs to equipment and building systems, managing vendors and professionals as well as keeping the facility and its grounds tidy and functional. Additionally, the MP will work with BCB in the setting up and break down of regular events including 2<sup>nd</sup> Fridays, Speaker Series and Kids About the Bay. Additionally, the MP will work with and manage volunteers who assist around the grounds.

The MP must have good interpersonal skills, the ability to work independently, problem solve, have a basic understanding of building systems and repairs. Additionally, the MP must have good physical stamina and be able to lift 50 pounds.

#### **Responsibilities**

- Perform minor fixes such as repairing broken locks, filling gaps on walls, painting, etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Power wash docks and buildings
- Conduct maintenance tasks such as replacing light bulbs
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Perform cleaning activities such as dusting, mopping, vacuuming, etc.
- Coordinate inspections and approvals from local and state government
- Collaborate with workers and other professionals
- Report to executive director any key issues
- Assist with the setup and break down of events
- Other tasks as assigned by the Executive Director

#### **Requirements**

- Evidence the ability to be reliable and dependable
- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Ability to read technical manuals and drawings
- Very good communication and interpersonal skills

- Physical stamina and dexterity
- High school diploma or equivalent
- Evidence the ability to work independently and complete tasks
- Be able to take initiative and work independently

Reports to the Executive Director

The position is a full-time position at the Bayshore Center's Bivalve Campus. Interested persons should contact send resume or work history with three references to Sheri Gatier at [sgatierbcb@gmail.com](mailto:sgatierbcb@gmail.com). No phone calls please.