

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM & CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT - LOCATION – VARIOUS)**

HERITAGE FACILITIES CLEANER - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Curatorial Assistant at assigned site, you will assist in the implementation of preventive conservation measures by carrying out routine and deep-cleaning activities to maintain historic building interiors, facilities and interiors and artefacts. Report deficiencies and required repairs to site supervisor. Prepare site for daily operations, special events and perform routine security functions.

GENERAL DUTIES

Clean and care for the interior elements of all historic buildings (including floors, windows/doors, walls, textiles, brick, metal and wood) and fragile art, artefacts and furnishings housed within in accordance with museum standards, best practices and Canadian Association for Conservation of Cultural Property (CAC) Code of Ethics. This could include the documentation of the artifact collection including inventory management under the direction of the Conservator and the Curator of Collections.

Responsible for the monitoring, cleaning and the maintenance of all buildings and grounds (including in-ground archaeological resources) and associated capital inventory. Reports deficiencies in safety/security systems, maintenance issues, and apparent damage or loss to the appropriate supervisor. Coordinate scheduled maintenance with supervisor and liaise with staff, colleagues, consultants and suppliers as required.

Maintenance responsibilities will also include:

- Identify and report pest activity found within the site and artefacts.
- Maintaining checks and service logs for such things as fire extinguishers and emergency lighting systems.
- Disposes of garbage and hazardous materials when required.
- Maintenance of inventory of heritage and facility cleaning supplies.

Clearing of entrances, pathways and walkways by sweeping, sanding and shoveling when required.

Assist the site with the set up and dismantling of displays, supplies and equipment for special events, programmes and rentals. May require heavy lifting and moving.

Attend enrichment sessions including the annual orientation and training days.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous work experience cleaning and caring for historic building materials and artefacts with knowledge of appropriate cleaning methods in accordance with museum best practices and CAC Code of Ethics normally acquired through a combination of education and relevant work experience. Ontario Museum Association (OMA) or related museum courses would be considered an asset.
2. Ability to identify common materials used in historic building structures and artefacts to apply appropriate cleaning methods.

3. Possess good manual dexterity and eye-to-hand skills necessary for handling fragile artifacts; strong attention to detail; ability to execute repetitive tasks.
4. Ability to lift 25 lbs. and navigate ladders.
5. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products and associated potential hazards. Willingness to acquire necessary training pertaining to responsibilities.
6. Effective communication skills both written and verbal; ability to relate to peers; the public and contractors.
7. Must have the ability to read and understand written and verbal instructions.
8. Must be available to work days, evenings, weekends and holidays
9. Must be able to think critically and possess effective problem solving and decision-making skills.
10. Able to organize your work to meet deadlines and perform tasks with minimal supervision.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
