

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(TOURISM & CULTURE DIVISION – RESOURCE MANAGEMENT – LOCATION – 28 JAMES ST. N. 2ND FLOOR)

HERITAGE REPAIRPERSON & CLEANER- CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Heritage Facilities & Maintenance. Responsible for performing multiple repair and maintenance tasks in a Museum/Historic site environment, which could include but is not limited to: carpentry work; electrical; plumbing; painting; HVAC; flooring; outdoor landscaping and snow removal; general facility repairs; moving exhibit pieces and special event setup. This position is also responsible for assisting with the monitoring, cleaning and the maintenance of all the buildings and grounds within the Heritage Resource Management portfolio.

GENERAL DUTIES

Conducts small scale repairs and maintenance in a Museum/Historic site environment, ensuring that artifacts and other historically significant materials are protected and preserved.

Conducts electrical repairs and maintenance: lightbulbs, wiring, circuit breakers, fuses, etc.

Conducts carpentry and general construction: woodwork, sanding, painting, etc.

Conducts general plumbing: toilets, faucets, fix leaks, etc.

Conducts other facility repairs: doors, doorknobs, locks, repairs broken tiles, stains and polishes floors, etc.

Conducts basic outdoor operational work: landscaping and snow removal; sidewalks and steps, etc.

Conducts exhibit building and installations.

Discusses maintenance projects with Site Supervisors and Facility Supervisor and revises projects accordingly. Liaises with staff, colleagues, consultants and suppliers.

Operates and maintains hand/power, and shop tools, such as table and band saw, belt sander, radial arm saw, circular, chop and mitre saw torches, drill press, power drill, power nail gun, router, planers, pipe cutters, Remington nail gun, compressor generators, air compressor & related attachments, welding and metal fabricating equipment.

Maintains inventory of materials and tools and procure as necessary Conducts fire extinguisher inspections and records results.

Assist with the cleaning 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 Supervisors.

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.

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- Maintenance of inventory of heritage and facility cleaning supplies.
- Clearing of entrances, pathways and walkways by sweeping, sanding and shoveling when required.

Ensures health and safety codes are adhered to when performing repairs.

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

QUALIFICATIONS

1. Demonstrated experience in Historic Facility repairs and knowledge of Historic Facility Building operations normally acquired through a combination of education and relevant work experience.
2. Demonstrated ability to safely operate power tools such as table and band saw, belt sander, radial arm saw, circular, chop and mitre saw torches, drill press, power drill, power nail gun, router, planers, pipe cutters, Remington nail gun, compressor generators, air compressor & related attachments, welding and metal fabricating equipment.
3. Demonstrated experience to maintain various types of equipment and building, along with the ability to operate tools and machinery in a safe manner.
4. Must be able to work independently prioritizing changing demands and requests and executing with minimal supervision to achieve best possible outcomes.
5. Must be able to work effectively and have experience working with consultants and subcontractors.
6. Experience in a computerized environment. Working knowledge in Word, Excel, Microsoft Outlook programs and Archibus would be an asset.
7. Must have excellent interpersonal and communication skills. Demonstrated ability to communicate with various stakeholders: museum staff, members of the public, contractors and suppliers both verbally and in writing.
8. Will be required to carry and use a City provided cell phone.
9. Must possess and maintain a Class "G" Driver's Licence valid in the Province of Ontario with a point-free record and/or record found to be satisfactory to the City of Hamilton. Provision of a car by the individual for use on the job.