

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT - LOCATION – BATTLEFIELD HOUSE MUSEUM & PARK)

BATTLEFIELD MUSEUM CARETAKER - CUPE 5167

SUMMARY OF DUTIES

Report to the Curator (Battlefield House Museum & Park). Clean and maintain historic buildings and collection in accordance with museum standards and best practices; prepare site for daily opening and special events; perform routine security functions; perform heavy lifting and moving.

GENERAL DUTIES

Cleans interior envelope of historic buildings (including floor, railings, walls, brickwork and woodwork) and maintains 19th C decorative arts artefact collection (including historic house furnishings) through regular cleaning in accordance with museum standards and best practises.

Assists with documentation of artifact collection including inventory management.

Moves, lifts, packs, unpacks and stores artifacts; reports their deterioration, damage and loss.

Maintains security for collection and building.

Opens and closes buildings; reports problems

Vacuums, wet and dry mops, dusts, washes, wipes and sweeps when required.

Empties and maintains dehumidifiers.

Reports maintenance deficiencies; performs minor repairs.

Checks fire extinguishers and reports problems; maintains log.

Disposes of garbage and hazardous materials when required.

Maintains inventory of heritage cleaning and maintenance supplies.

Receives and answers routine inquiries from the public and contractors.

Sets up and dismantles displays for special events and programmes; moves furniture.

Sets up and dismantles chairs and tables in rental/programing space.

Cleans interior windows in historic buildings.

Clears entrances and walkways by sweeping, sanding and shovelling when required.

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 and knowledge of cleaning methods and acceptable materials in accordance with museum best practices 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. Working knowledge of artifact collections, their maintenance and potential risks.
3. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products and potential hazards of an industrial collection.
4. Effective communication skills both written and verbal; ability to relate to peers; the public and contractors.
5. Must have the ability to read and understand written and verbal instructions for the operation of equipment.
6. Must be available to work days, evenings, weekends and holidays.
7. Knowledge of museum cleaning methods, materials and equipment.
8. Working knowledge of the Ont. Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products.
9. Must be physically able to lift artifacts including furniture and cleaning supplies.
10. Must possess effective problem solving and decision making skills.