

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT - LOCATION – HAMILTON MUSEUM OF STEAM & TECHNOLOGY)

STEAM MUSEUM CARETAKER - CUPE 5167

SUMMARY OF DUTIES

Report to the Curator (Hamilton Museum of Steam & Technology). Clean and maintain historic buildings and industrial 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 in accordance with museum standards and best practises.

Maintain industrial artefact collection (including house-built steam engines) through regular oiling and surface cleaning in accordance with museum standards and best practices.

Assist in documentation of industrial collection including inventory management.

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

Maintains security for industrial collection and building.

Opens and closes buildings; reports problems

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

Fills, empties and maintains humidifiers and 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.

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. Must have previous work experience with the cleaning and handling of artifacts in a museum setting.
2. Previous work experience and knowledge of industrial collections, their maintenance and potential risks; as well as 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.
3. Must be physically able to lift supplies and/or artifacts while navigating historic stairs.
4. 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.
5. Effective communication skills and ability to relate to peers, the public and contractors.
6. Must possess effective problem solving and decision making skills.
7. Must have the ability to read and understand written and verbal instructions for the operation of simple equipment.
8. Must be available to work days, evenings, weekends and holidays.