

Menil Foundation, Inc.
Employment Opportunity

Title: *Maintenance Assistant*

Department: Real Estate

Reports to: Maintenance Supervisor

General Responsibilities

The Maintenance Assistant assists the Maintenance Supervisor in the maintenance of all rental and non-museum properties throughout the campus.

Specific Duties

1. Required to be on an after-hours (nights and weekends) on call schedule with other technicians for work orders and emergency coverage.
2. Perform general electrical maintenance and troubleshooting work like changing bulbs, replacing ballast transformer, electrical wall switches, and electrical outlets, breakers, replacing electrical motors, and replacing light fixtures.
3. Complete repairs of plumbing systems like unclogging drains, fixing or replacing leaky faucets, installing sinks, toilets, and drinking water fountains.
4. Assist in the servicing of air conditioning equipment, clean coils, change a/c filters, and perform routine HVAC system preventative maintenance work.
5. Execute routine maintenance and repairs to floors, walls, and ceiling finishes, windows, including but not limited to, painting and plastering of surfaces, installation, repair, and cleaning of vinyl, ceramic tiles, and carpet flooring.
6. Assist in minor cement work and performs lesser repairs to concrete structures.
7. Able to help with rough carpentry work in constructing forms, barricades, boxes and shelves.
8. Install, repair and maintain doors and door hardware.
9. Operate various equipment and hand tools including power tools, drills and saws, electrical meters, etc.
10. Conduct daily walk through of the campus to identify problems in services, or facility structure and communicates needs to Maintenance Supervisor.
11. Perform other maintenance duties as needed including housekeeping, groundskeeping and custodial tasks.
12. Keep records of work performed and reports to supervisor on status of work orders, materials used, parts needed, etc.
13. Support the department during emergency preparedness.
14. Operate company vehicle as means of transportation to and from museum facilities, for the delivery and distribution of materials, parts and supplies needed to complete required tasks.
15. Works with minimum supervision.
16. Required to wear company issued uniform and badge during work hours.
17. Perform any other duties as assigned by the Maintenance Supervisor.

Qualifications

1. High School Diploma or GED equivalent.
2. EPA Technician Certification for AC/C Tech.

3. Valid Texas Driver's License.
4. Fluent in spoken and written English. Spanish fluency a plus.
5. Ability to send and receive text messages, phone calls, and email from own mobile device.
6. Considerable experience in the related building trades. Certificate of competency in other related fields are a plus or any equivalent combination of training and experience which provides the required knowledge, skills, and ability.
7. Considerable skill in the use and operations of related hand and power tools, and in the use of equipment to maintain the cleanliness of campus facilities.
8. Knowledge of carpentry, woods, lumber, glues, plaster, concrete, and tiles.
9. Knowledge of related occupational hazards and standard safety procedures.
10. Ability to read and work from drawn plans and sketches.
11. Requires physical strength and agility to perform assigned tasks, which include but are not limited to, bending, twisting, walking, climbing, reaching, lifting and carrying.
12. Able to lift and adjust heavy objects up to 50 lbs.
13. Must be able to work independently and complete daily activities and tasks according to work schedule.
14. Ability to meet and deal with the public and fellow workers in an effective and courteous manner.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter and salary expectation to: Director of Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.