



The
Brinton
Museum

Job Opening: Facility & Grounds Maintenance Person

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: The Facilities and Grounds Maintenance Technician supports the safety, cleanliness, and functionality of the building(s) and grounds by performing routine janitorial services, light plumbing tasks, and general maintenance repairs. This position helps ensure a clean, welcoming environment for staff and visitors and responds to day-to-day facility needs in a timely, professional manner.

ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback. Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.

Custodial:

- Perform daily cleaning duties including restrooms, offices, public spaces, break areas, and entryways
- Vacuum, sweep, mop, dust, sanitize surfaces, and remove trash and recycling
- Refill soap, paper products, and other restroom and facility supplies
- Clean windows, spot-clean walls, and maintain floors (including periodic deep cleaning as assigned)
- Monitor cleanliness and report any issues requiring repair or replacement

General Maintenance & Repairs:

- Perform light plumbing tasks such as unclogging sinks/toilets, replacing toilet flappers, tightening fittings, repairing minor leaks, and replacing faucet aerators
- Replace or repair basic fixtures such as towel dispensers, soap dispensers, door hardware, and signage
- Assist with routine checks of plumbing and water-related systems and report major issues promptly
- Perform minor repairs such as patching holes, painting touch-ups, replacing light bulbs, and basic drywall repair
- Assemble or move furniture and equipment as needed

- Perform routine inspections of facilities and identify hazards or maintenance concerns
- Assist with seasonal tasks such as snow/ice removal, basic outdoor upkeep, and minor landscaping support (as assigned)
- Support event setup and breakdown, including tables, chairs, and room arrangement
- Coordinate with contractors/vendors for repairs beyond internal scope, as needed
- Maintain work order logs and communicate status updates to supervisor
- Performs all other related duties as assigned by management*

WORK SCHEDULE

- 30 hours per week
- Thursday to Monday schedule
- Occasional evenings for special events

DESIRED EDUCATION AND EXPERIENCE:

- High school diploma or GED (or equivalent experience)
- 1+ year experience in building maintenance, janitorial services, facilities work, or a related field preferred
- Must be a reliable worker who is able to perform routine tasks without supervision

QUALIFICATIONS AND SKILLS:

- Basic knowledge of plumbing, cleaning methods, and general repairs
- Ability to use basic hand tools safely (screwdrivers, wrenches, pliers, etc.)
- Dependable, punctual, and able to work independently with minimal supervision
- Strong attention to detail and commitment to a clean and safe work environment
- Experience in a public-facing facility (museum, school, healthcare, retail, hospitality, etc.)
- Familiarity with basic HVAC filter changes, minor electrical troubleshooting (non-licensed), or preventative maintenance routines
- Ability to work weekends and occasional evenings
- Valid driver's license

COMPENSATION AND BENEFITS:

- Hourly wage up to \$18.00/hour based on qualifications
- Retirement matching from employer up to 4.5%
- Employee discount to Bistro and Museum Store
- Health insurance
- Paid time off

***Qualified candidates please email cover letter and resume to
recruitment@thebrintonmuseum.org***

To learn more about The Brinton Museum go to thebrintonmuseum.org