
POSITION DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Facilities Coordinator

Status: Non-Exempt

Schedule: 32 hours per week; some schedule flexibility; availability required for full-campus events.

Benefits: Employer-sponsored Healthcare (HMO) & Dental covered at 100%; 64 hours of vacation & 64 hours of sick time accrued annually.

Salary: \$23/hr

Position Summary

The Facilities Coordinator supports the daily operations, care, and maintenance of the museum campus. This position ensures that the grounds and facilities are clean, safe, functional, and welcoming for visitors, staff, artists, and event guests. The ideal candidate has hands-on experience with basic maintenance tasks, a willingness to learn historic-building care, and enthusiasm for working in a cultural and historic environment. This position directly coordinates with contractors, vendors, and internal teams to ensure all campus needs are met.

Key Responsibilities

1. Facilities & Grounds Maintenance
 - Perform daily grounds care, including blowing walkways, debris removal, and light gardening.
 - Complete basic maintenance and repairs, including painting and touch-ups, patching walls, replacing hardware, and minor carpentry or fixture repairs.
 - Maintain familiarity with facility systems, including water shut-offs, hose bibs, timers, sprinkler systems, irrigation controls
 - Monitor the condition of buildings and outdoor areas, reporting issues proactively.
2. Coordination with Contractors & Vendors
 - Serve as the primary contact for maintenance-related vendors, including plumbers, electricians, landscapers, pest control providers, and other contractors.
 - Schedule, coordinate, and supervise on-site work.
 - Track open work requests and communicate updates to museum leadership.
3. Other Duties
 - Assist with event setup and breakdown, including moving tables, chairs, signage, and basic AV equipment.
 - Coordinate with staff on facility needs for exhibitions, rentals, and public programs.
 - Monitor campus security systems and alarms, reporting irregularities and assisting with on-site responses when needed.

- Learn and follow best practices for the maintenance and cleaning of historic structures.

Qualifications & Skills

- Experience in facilities maintenance, custodial work, groundskeeping, or a related field.
- Basic knowledge of tools, facility systems, and repair techniques, including painting and minor carpentry.
- Strong communication skills and the ability to coordinate with contractors.
- Reliability and initiative.
- Ability to work independently and as part of a team.
- Ability to lift and carry up to 50 pounds.
- Ability to bend, stoop, climb short ladders, and perform physical tasks associated with grounds and maintenance work.
- Ability to work outdoors in Florida weather conditions.
- Basic computer skills, including word processing and email.
- An enthusiasm for cultural facilities