

TITLE: Museum Construction Assistant JOB CODE: 1125

PREPARED: 01/05/04 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under direct supervision of the technical and professional museum staff, performs a variety of semi-skilled work in the building and mechanical trades in order to repair, construct and/or maintain museum displays, buildings, structures and equipment.

Distinguishing Characteristics: This classification is distinguished from the Building and Grounds Maintenance Technician by the emphasis on Museum projects only and the lower level of qualifications for the position.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Designs and constructs museum exhibits and structures as directed by the Museum Director and other museum staff; draws rough plans; submits plans to Buildings and Grounds Department for review, as directed by the Museum Director, plans and estimates construction costs; purchases materials for projects.
- Disassembles and/or moves existing structures or exhibits.
- Performs a variety of carpentry, electrical, plumbing, painting and related tasks in order to construct, repair and maintain museum exhibits and facilities.
- Gathers tools and supplies to be used at work site; maintains tools and equipment and keeps supplies and parts in order.
- Operates, maintains and repairs a variety of mechanical tools and equipment such as, but not limited to, power saws, power sanders, drills, paint sprayers, grinders and electric generators.
- Reads and interprets sketches, diagrams, drawings and blueprints.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of safety procedures to be followed in operation of equipment and in performance of such tasks as noted above
- Knowledge of operational and maintenance techniques used in the construction, maintenance and repair of a range of facilities, grounds, equipment and systems.
- Knowledge of occupational hazards and necessary precautions applicable to building and mechanical maintenance work.
- Knowledge of tools and equipment used in building construction, maintenance and repair.
- Skill in reading and interpreting blueprints, plans and drawings for projects.
- Skill in understanding and following complex oral and written instructions.

JOB DESCRIPTION

Museum Construction Assistant

Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Some specialized training in one or more of the building trades; carpentry experience preferred.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures. Work may include operating within constricted spaces and/or in high places.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting objects up to 50 pounds.
- Strength, stamina and dexterity to walk on uneven or slippery surfaces for brief periods.
- Climb up steps and ladders and reach to perform repair and construction tasks using tools and holding materials.
- Manual dexterity to use tools and operate controls on equipment to complete fine tasks.
- Visual acuity sufficient to operate equipment in a variety of lighting conditions, including bright light, low light, and low visibility conditions.
- Depth perception sufficient to make repairs and adjustments and to determine position of equipment components.
- Ability to hear changes in the operation of motors and other equipment.

Equipment and Tools Utilized:

• Special Equipment includes hand and power tools, pneumatic tools, welder, cutting torch, paint sprayer, drywall and concrete tools, air compressor, laser level.