



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

All of the McCord Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

**We are seeking a
Maintenance worker**

Ref.: 201716E

Under the supervision of the Building Services Coordinator, the incumbent is responsible for providing technical support for the infrastructure maintenance and equipment servicing, thus contributing to the preservation of the museum's image of excellence

Roles and Responsibilities

All cleaning work only applies to ITEMS THAT ARE NOT PART OF THE COLLECTION.

Maintenance of the building

- Ensure the maintenance and the well functioning of furniture and equipment (repair of small appliances, furniture and light fixtures...)
- Install and set up chairs, tables and other furniture required in the rooms, according to the different events scheduled
- Collaborate in the planning of the renovation, reorganization or other maintenance work at the Museum's various sites (The vault, the warehouse, etc.)
- Perform, if necessary, minor redesign on the layout of the premises (e.g. installation of shelves, etc.)
- Replace defective light bulbs and manage inventory of lighting products
- Ensure that main entrances, employee entrances and emergency exits are clear of snow or any other accumulation
- Perform minor repairs to sanitary facilities
- Maintain the services and first level maintenance (repair, minor repairs, plaster, painting, locksmithing, etc.)
- Clean and store equipment
- Carry out general maintenance of green spaces (e.g. planting and cleaning the flower beds, watering, installation of outdoor Christmas decorations, etc.)
- Report any irregularities or deficiencies to the supervisor and take appropriate measures to fix them
- Quickly respond to any emergencies in public areas (e.g., water damage, blocked toilet, etc.)

General maintenance

- Ensure the maintenance of the administrative, technical or specialized offices (reserves). Clean the floors in the Collection's reserves, showcases, panels and other surfaces in the showrooms, as well as books, bookshelves and work tables in the Documentation Center
- In charge of the waste management produced onsite (selective collection, storage, disposal to the appropriate resources). Transport waste to the compactor located on the loading dock
- Clean the exterior windows of the ground floor and the glass doors in the lobby, mirrors and any other transparent surface when required
- Effectively ensure the cleanliness and daily replenishment of toilets and other high traffic areas (indoors and outdoors)
- Manage the inventory of cleaning products
- Deliver internally, other than artifacts, received items and miscellaneous orders (Occasionally)

Mechanical work

- Assist the building mechanic in handling heavy objects or keeping parts in place, providing required equipment and tools
- In support of the building mechanic technician, replace ventilation system filters, belts, and lubricate ball bearings of mechanical systems
- Carry out preventive maintenance work
- Perform other related duties

Employment Conditions

- Permanent full-time position, 35 hours per week; Schedule from Monday to Friday including working on evenings and weekends occasionally (Museums Day, Nuit Blanche, private viewings, etc.)
- Salary according to the salary scales in effect at the Museum, an interesting social benefits program
- Six (6) month probation period;

Qualifications and Profile Required

- DEP in general maintenance of buildings
- Minimum of two (2) years experience in a similar position
- Great sense of responsibility and autonomy
- High level of cleanliness and order
- Good manual skills
- Good physical condition
- Good analytical ability, resourceful and an acute sense of observation
- Customer service
- Curiosity and vigilance

Applications for the position will be accepted until **July 28, 2017** (Ref. No.: 201716E). **Please provide a letter of intent and your curriculum vitae** to the Human Resources Department at: rh.mccord@mccord-stewart.ca