

**DURHAM ARTS COUNCIL**  
**Durham, North Carolina**

**Position Title: Custodial/Maintenance Assistant Manager – Full-Time**

**Division or Department:** Facilities

**Position Classification:** Full-time, hourly, non-exempt position. Paid semi-monthly. Full-time non-exempt status benefits. Schedule may vary, based on required coverage. Position works 37.5 hrs.

**Position Reports to:** Director of Facilities      **Date of Position Description:** September 2022

**Summary of Position:**

Reporting to the Director of Facilities and Visitor Services, the Custodial/Maintenance Assistant Manager will be responsible for the assigned custodial care; maintenance repairs; facility supply orders, and event set-up/break downs for the Durham Arts Council facility. The person holding this position will work in conjunction with other DAC staff, contracted vendors, and other volunteers as necessary, to maintain the facility in a satisfactory and clean condition to meet the needs of staff, tenants, grantees, and rental clients. This position has frequent contact with the public and must be neatly and professionally dressed in DAC provided uniform. Position will be responsible for ensuring that the Custodial/Maintenance Associates are adhering to janitorial cleaning plans, event set up and are scheduled in accordance to the needs of the building. Position also will be trained in HVAC controls and maintenance by the Director of Facilities and Visitor Services and be the point of contact for building users and events while onsite. Position will work Wednesdays-Sundays with occasional schedule changes as needed to accommodate client events.

**Essential Position Responsibilities:**

- Perform cleaning and housekeeping requirements as assigned by the Director of Facilities
- Perform special project cleaning if directed by the Director of Facilities, to include, but not limited to, wall washing, carpet cleaning, hard surface refinishing, and ductwork cleaning. Proper equipment and training will be provided by employer.
- Meet with Custodial/Maintenance Associates and delegate essential tasks.
- Assist the Director of Facilities with identifying and scheduling major maintenance projects.
- Inspect the building systems in accordance with the City of Durham Maintenance Plan and review with the Director of Facilities and Visitor Services.
- Inventory and maintain cleanliness of hand tools and power equipment utilized within the custodial/maintenance department.
- Provide the Director of Facilities with information required to order stock items of, but not limited to, paper products, cleaning supplies, and electric light bulbs.
- Regularly check for any inoperative light bulbs, and replace as needed.
- Repair/replace door hardware and/or locking mechanisms as assigned.
- Patch and paint drywall.
- Arrange and set up tables, chairs, and other items as required for rental clients, grantees and other meetings as directed.
- Breakdown and cleanup after special events/rentals.
- Disinfect and sanitize building spaces with appropriate Covid killing cleaning products & equipment.
- In the absence of the Director of Facilities, assist inspectors, contractors, and vendors as required.
- Perform front desk receptionist duties when needed, to answer telephone calls, forward calls to desired parties, greet the public, and perform building opening/closing procedures.
- Completes daily, weekly, monthly, quarterly, annual tasks as assigned, and fills out and submits regular reports to indicate tasks completed, in accordance with the Annual Maintenance Plan. Reviews daily status of all projects with supervisor.

- Attend staff meetings and department meetings.
- Perform other duties as directed.

**Professional Development:**

- Attends training sessions as directed, to stay abreast of current day DAC and job-related processes and procedures.
- Successfully completes training for youth protection.
- Successfully completes training for Covid-19 cleaning and safety protocols.
- Seeks knowledge of best practices related to job responsibilities on an ongoing basis.

**Education and Certifications:**

High School diploma required.

Some College preferred.

Additional technical training and/or certifications is a plus.

**Experience:**

Two years employment in a custodial/maintenance position and/or custodial management, preferably in a public environment. Working knowledge of floor care equipment and procedures.

**Special Skills and Requirements:**

Position will work Fridays, Saturdays, and Sunday and be flexible to work evenings as needed. Position will be the point of contact for clients and other building users while onsite. Must be customer-service oriented with the ability to work well with general public, staff and colleagues with tact and diplomacy. Must be self-organized to handle multiple tasks. Must present their Covid-19 proof of vaccination card and be fully vaccinated to be hired. Must have reliable transportation.

**Typical Physical Demands:** sitting, walking, climbing stairs, climbing ladders, operating maintenance and housekeeping equipment and tools, hearing (telephone/meetings). Ability to transport equipment and furniture for client set-ups. Clean spaces daily with equipment and disinfectant supplies to sanitize the building and reduce the risk of Covid-19 exposure of building users. Must be able to lift and transport items up to 50 pounds. Use of personal phone, IPod, laptop, and other multimedia devices are not allowed during shift; may be used on scheduled breaks away from job duties.

**Work Schedule and Environment:** Professional office environment on-site. Neat and clean attire is expected; DAC will provide a uniform. Normal work week for this position is 37.5 hours. Work schedule will include early morning, evening and weekend functions including but not limited to special events, meetings, client meetings/events and Board meetings.

**Typical Equipment, Machinery, Vehicles, Tools and Technology used in the performance of position duties:** 20” Floor care machine, carpet extractor, vacuum cleaners, hand trucks, furniture movers, building maintenance hand tools, telephone, short-wave radio, Covid sanitization and disinfection chemicals including using an electrostatic sprayer. Also required to access and operate computer onsite for specialized training, email communications and reporting.

**Compensation:**

This is a full-time, salaried-exempt position. Salary between \$34,000-\$37,000 based on experience. DAC offers an excellent benefits package for full time employees that includes paid holidays, vacation, sick time and personal time; plus health, long and short-term disability, dental, and life insurances and a retirement Simple IRA plan with employer match.

**DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and Inclusion.**

Durham Arts Council serves a diverse community, and highly values a diverse staff and board.

*The provisions of this job description are based upon and are to be compatible with existing legislation, by-laws, goals and objectives, and personnel policies governing Durham Arts Council, Inc.*

*This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.*