**Museum Technician - Hourly**

**Grade: Hourly**

**FLSA: Non-Exempt**

**Date: 10/18**

**Job Summary:** Performs routine maintenance for the museum; performs grounds work seasonally; assists with exhibit fabrication; assists with special events as needed; performs other duties as assigned.

**Essential Functions:**

1. Performs routine maintenance within the Museum Division;

2. Constructs display furniture as required for permanent and temporary exhibitions;

3. Performs technical restoration work under direction of Director;

4. Assists in administering construction and renovation projects with historic buildings;

5. Grounds maintenance and gardening;

6. Supervises work assistance from the County Adult Detention Center;

7. Assists with the installation of exhibits, both permanent and temporary;

8. May be asked to assist with museum / park program and exhibit planning and presentation

9. Performs other duties as assigned by Site Supervisor

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to follow Museum Division procedures;
3. Ability to effectively communicate with other staff;
4. Ability to apply departmental policies and procedures to daily work tasks;
5. Ability to work independently on tasks and maintain accurate records;
6. Ability to operate basic computer systems, including email, and hand and electric tools;
7. Willingness and ability to learn and operate a marine radio and Walkie Talkies.

**Education and Experience:**

1. High school diploma or G.E.D;
2. Or equivalent technical training, education, and/or experience;
3. Valid drivers license;
4. Requires background investigation with favorable consideration.

**Physical and Environmental Conditions:**

1. Work requires the ability to comfortably walk ¼ mile without resting;
2. Work requires the ability to climb steep stairs, reach, pull and lift up to 25 lbs;
3. Work requires the ability to work outdoors in diverse temperature and weather conditions;
4. Work requires the ability to get on & off boats, move confidently on piers and kayak launch;

 5. The museum sites are located in park settings with access to waterfront areas. These sites require normal safety precautions for indoor, outdoor and waterfront facilities. The Museum Division provides all required first aid and safety trainings and expects employees to read, understand and be prepared to use the St. Mary’s County Emergency Procedures Manual. All staff are expected to report or remove / repair any observed public and staff safety concerns.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employees Signature Date