**Job Title:** Building Operations Associate  
**Department:** Finance & Operations  
**Reports to:** Lead Building Engineer

**Detroit Historical Society**  
The Detroit Historical Society’s (DHS) mission is to tell Detroit’s stories and why they matter. Founded in 1921, and celebrating its Centennial year, the Society has been bringing together diverse voices and communities to share the narratives of Detroit and its region, helping visitors find their place in the present to inspire a more verdant future. Located in Detroit’s Cultural Center district, the Society develops, implements, and administers exhibitions and programming for the Detroit Historical Museum (Midtown) and Dossin Great Lakes Museum (Belle Isle).

**Position Description**  
The Building Operations Associate helps maintain the neat, clean, polished appearance of the Detroit Historical Museum, Dossin Great Lakes Museum, and occasionally, the Collections Resource Center located at Historic Fort Wayne.

This position reports to the Lead Building Engineer and assists with the indoor and outdoor care of each location and building maintenance as needed.

An ideal candidate for this position is also a customer service representative who cheerfully greets and assists guests and coworkers while maintaining a polite and professional attitude.

This position may require assisting the Facility Rental Team with equipment setup and teardown for internal and external events.

The Building Operations Associate is a 35 hour a week non-exempt full time benefited position required to be on-site Wednesday – Sunday 9pm – 5pm. The wage is $20/hour with annual review and the potential for merit increases. The DHS offers 20 PTO (paid time off) days per year plus a standard paid holiday benefit.

March 2022
**Major Responsibilities**

- Works with supervisor to maintain a clean and safe work environment.
- Clean, dust and sanitize surfaces that include:
  - Doorknobs/handles
  - Stair well handrails
  - Counters (bathroom, front desk and third floor)
  - Benches
- Checks and maintains all restroom hardware/refills for proper operation.
- Maintain the inventory of cleaning and bathroom supplies.
- Clean up all spills, vacuum and mop as needed.
- Maintain waste management within each location including the recycling.
- Help maintain a Best in Class look and experience for all Museum visitors.

**Other Responsibilities**

- Help maintain the grounds at the Detroit Historical Museum and the Dossin Great Lakes Museum.
- Shovel and salt pedestrian walkways during cold weather months.
- Work with the Lead Building Engineer to maintain daily, weekly, monthly, quarterly, and annual maintenance logs.
- Assists the Facility Rental Team with setup and tear down for events at both museums.
- Other projects as assigned.

**Qualifications**

**Experience & Skills**

- Minimum of one year of experience with building maintenance crews or janitorial services.
- Valid driver’s license and clean driving record.
- Reliable transportation sufficient to travel between the two museums.
- High School Diploma or GED equivalent.
- Can work independently.
- Can communicate effectively with staff and visitors as needed.
• Organized and a self-starter that is comfortable using Outlook email and other basic Microsoft Office applications.
• Plumbing, electrical, and HVAC certifications a plus.

**Work Environment**
• Museum environment involves both indoor and outdoor working conditions.
• Ability to travel between DHS locations, and other travel as required.
• Ability to lift at 25lbs with no assistance, up to 50lbs with assistance.
• Ability to climb a step ladder or ladder to change light bulbs, paint, or complete other maintenance tasks.
• The standard hours of this position are Wednesday to Sunday 9 to 5, but flexibility is available for PTO. Hours may include evening work for events and exhibitions.

Candidates must be willing to undergo a criminal background check.

Please send resume and cover letter to the Human Resources Department at humanresource@detroithistorical.org.

**EEO Statement**
The Detroit Historical Society seeks to reach a broad and diverse candidate pool when filling vacant positions. We encourage applications from people of diverse backgrounds because we believe that our organization and its work benefit from the perspectives and talents that a diverse staff brings. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.