

SHANGRI LA

MUSEUM OF ISLAMIC ART, CULTURE & DESIGN

Notice of Open Position

Title:	Maintenance Worker
Location:	4055 Papu Circle, Honolulu, HI
Reports to:	Operations Manager
Status:	Full time, non-exempt

Shangri La is an innovative museum that enriches the understanding of the arts, cultures and design of Islamic worlds in new and inspiring ways through exhibitions, digital and educational initiatives, public programs and guided tours, and community partnerships. Built in 1937 as the Honolulu home of American heiress and philanthropist Doris Duke (1912-1993), Shangri La was inspired by Duke's extensive travels throughout North Africa, the Middle East and South Asia and reflects architectural traditions from those regions. The permanent collection features over 4,000 historic artworks from Spain to Indonesia. Shangri La is a program of the Doris Duke Charitable Foundation through the Doris Duke Foundation for Islamic Art.

JOB SUMMARY

The Operations Department is responsible for the capital and non-capital maintenance, renovation and restoration of the museums existing buildings, grounds, equipment, utilities, and vehicles, and the construction of new improvements on the property. Maintenance Workers are primarily responsible for facility and equipment upkeep in line with the work plans of the Operations Department. They perform a variety of tasks that require knowledge of carpentry, electrical, plumbing, painting, and glazier. In collaboration with other staff members, they must have the skills and good judgment to perform these responsibilities on a daily basis, and in line with the property-wide cyclical maintenance schedule. Maintenance Workers are also responsible for assisting other departments when requested.

ESSENTIAL JOB FUNCTIONS

- Maintain upkeep of hardscape features such as pools, ponds, decks, driveways and walkways; and miscellaneous exterior cleaning tasks;
- Preventative maintenance as scheduled on mechanical equipment and vehicles; check fluid levels, replace filters, grease bearings, repair or replace broken parts; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen and emergency equipment; and report mechanical malfunctions to Operations Manager;
- Move furniture and equipment at various buildings; complete checklists on building equipment maintenance procedures; maintain clean, safe, and orderly work sites;
- Operate power tools, hand tools and other equipment; operate dump trucks to transport supplies, materials, and debris; wash, clean, and re-fuel all vehicles and equipment;
- Construct and repair partitions, walls, doors, fences, window frames, roofs, shelves, etc;
- Install, repair and wire switches, outlets, plugs, cables and appliances; repair lighting systems;
- Repair plumbing leaks or breaks; open clogged lines and drains; replace washers and other minor parts; maintain and monitor septic system;

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- Repair plaster and drywall; apply and prepare various surfaces for paint, enamel, stain;
- Replace window and door hardware, door locks and closets; arrange window and door glass replacement; install window blinds;
- Respond to emergency maintenance requests;
- Complete required safety training and obtain certifications; know and apply safety practices and procedures;
- Adhere to work quality expectations and standards;
- Be a supportive, cooperative team member;
- Perform other reasonable job duties as requested by supervisor.

ADVANCED JOB FUNCTIONS

- Work with the Operations Manager to implement the scheduling, documentation and proper completion of the Operations Department tasks and workplans, including general work orders, scheduled service, preventative maintenance, predictive maintenance, projects, etc.;
- Traverse the property regularly. Identify property-wide care and maintenance issues; recommend and initiate corrective action. Observe maintenance projects and staff for proper execution and safety;
- Ensure effective time management and policy adherence as well as productive work results;
- Monitor vendors and contractors; review and comment on work proposals detailing scope and costs in advance of contract preparation; perform cost analysis of in-house versus contracted services when necessary;
- Serve as an Emergency Response Committee member to ensure that disaster planning and recovery requirements are met and emergency plans are current and tested;
- Remain current on maintenance resources and technological developments in equipment, applications, products, techniques, processes, etc.;

QUALIFICATIONS

- 5 years hands-on experience in building maintenance and repair work including carpentry, electrical wiring, plumbing, painting, glazier, masonry, and appliance repair;
- High school graduate or equivalent, (college or trade school preferred);
- Able to work both indoors and out, performing tasks that include lifting and carrying as much as 50lbs, bending, twisting, walking, climbing, reaching at and above shoulder level, pulling, pushing, standing, manual dexterity, balancing, working on ladders and/or scaffolding, working at heights greater than 10ft., stooping, kneeling, crouching, crawling and occasionally sitting;
- Able to get to the work site, sometimes traveling across rough, uneven or rocky terrain;
- Excellent verbal and written communication skills, (fluency in English preferred);
- Ability to effectively convey and follow verbal directions, as well as written instructions, blueprints and schematics;
- Self-motivated team player with a proven record of consistently being able to work cooperatively and enthusiastically with colleagues, other employees and contractors;
- Solid computer skills in Microsoft Office, databases, email systems and internet research, plus competency and comfort with basic office technology;

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- Excellent analytical and problem-solving skills;
- Strong organizational skills, with excellent attention to detail and ability to manage multiple projects and priorities simultaneously;
- Valid Hawaii Driver's License, and clean driving record;
- Possess or be willing to obtain specialized training and certifications;
- Work various shifts that may be required for special events or activities, including weekends, holidays, and occasional overtime;
- Flexibility and a pleasant, collegial attitude.

HOW TO APPLY

Email your resume to hr@ddcf.org with "Maintenance" and your last name in the subject line.

Application reviews will begin April 30, 2019 and continue until position is filled.

Call 808-792-5521 with questions. No in-person applications, please.

Highly competitive starting rate, with very generous benefit package.

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.