

Hill-Stead Museum

July 2017

TITLE Assistant Operations and Security Officer
REPORTS TO Director of Operations

POSITION SUMMARY Under the general direction of the Director of Operations has responsibility for the routine maintenance services as needed or assigned addressing immediate operational and/or safety systems and concerns; assisting skilled trades and ensuring that tools, materials and vehicles are maintained in good working order. Assists with other operational needs including janitorial and event set up.

MAJOR DUTIES

Buildings and Grounds

- Serve as a cordial, helpful, highly professional presence to staff, volunteers, vendors and patrons.
- Arranges furniture and equipment for the purpose of adequate preparations for meetings and special events.
- Complies with museum policies and procedures for building and grounds maintenance.
- Performs a wide variety of general and semiskilled maintenance activities (e.g., carpentry, painting, electrical, etc.) within established time frames.
- Installs system component parts, office equipment and facility components (e.g., lighting, heating, ventilating systems, alarms, plumbing, security electrical panels, etc.)
- Assists in janitorial needs of offices and associated buildings as assigned.
- Maintains assigned vehicles, tools and equipment.
- Prepares written materials (e.g., repair status, activity logs, etc).
- Participates in fire, security, emergency evacuation, and object inventory drills.
- Assists skilled maintenance workers with projects as assigned.
- Responsible for administering basic first aid to individuals on the property, including CPR. Contact medical assistance for staff and visitors as necessary.

Security

- Assist senior management in the routine maintenance of all fire and security related equipment including but not limited to alarm systems, portable radios, CCTV system, first aid kits, and fire extinguishers with the help of contractors as necessary and as funding allows.
- Assist senior management with fire, security, emergency evacuation, and object inventory drills and responses.
- Perform daily routine security functions. Opening, closing and supervising tours as needed.

General

- Assists with the development and evaluation of procedures and systems for functional area.
- Active participation in organizational meetings, trainings and collaborative problem solving.
- Provide hands-on assistance with museum activities as requested by senior management.
- Become knowledgeable about Hill-Stead's various dimensions, activities, events and programs.
- In all duties be responsible for cost efficient and effective operations.

REQUIRMENTS FOR POSITION

Education and Experience - High school diploma required. Possess the physical stamina and manual dexterity to function as an operations and security officer of a 152-acre property with multiple buildings. Be able to lift 40 pounds, and pass a thorough security/background tests. Experience in buildings and grounds maintenance preferred.

Skills and Abilities

- Knowledge of Word, Excel and Outlook applications.
- Exhibit high ethical and quality standards.
- Display mechanical aptitude and ability to use standard methods, materials and tools in assigned skilled trade.
- Team player who is flexible and capable of working with others.
- Ability to work with minimal supervision, problem solve and handle multiple tasks simultaneously.
- Capacity to delegate, motivate and supervise work of volunteers.
- Ability to adapt to changing work priorities and work under time constraints.
- Obtain CPR and State of Connecticut Security Officer Certification within three months of employment and keep these current.
- Work flexible hours including some evenings and weekends.

The above descriptions of tasks and responsibilities are not exhaustive and not meant to be inclusive of every task or responsibility that may be required or assigned by management.

The employee may be occasionally required to stand or remain in a stationary position for extended periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. The employee may frequently ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities in order to perform duties essential to the position. Flexibility is required to work some early mornings, nights, and weekends.

Hill-Stead Museum follows federal and state laws and is an equal opportunity employer. The museum does not discriminate against individuals on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, political affiliation or belief, genetic information, or any other legally protected classification.