



POSITION DESCRIPTION

MAINTENANCE REPAIRER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Maintenance Repairer is responsible for monitoring, repairing, updating, and replacing components of the facility's systems, structures and buildings—inside, outside, and on the estate's grounds. The position is on the Finance and Operations Team in the Facilities Department and reports to the Maintenance Chief.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Work cooperatively with Maintenance Technicians to ensure all facilities systems work to minimize any negative impact on the daily operation and with Custodial Workers in maintaining a clean facility.
- Utilize skills of the electrical, plumbing, HVAC, refrigeration, painting, carpentry, and any other construction or specialty trades.
- Operate cleaning equipment to include automatic floor cleaner, power washer, regular and wet-dry vacuum.
- Clean and inspect tool and equipment, adjust and make minor repairs, install new parts.
- Load and unload materials, assist in inventory, and storage.
- Clean private and public spaces, including restrooms, and remove trash and recycling as needed.
- Ensure safety of staff and visitors with appropriate signage, stanchions and other visual notification measures.
- Provide logistical support for meetings, programs and events, including setting up and breaking down/storing tables, chairs, other equipment, and materials. Monitor events for issues and addresses them quickly and safely. Provide onsite support during events, including cleaning and stocking of restrooms; clean up post-event.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least two years of work experience in building maintenance or construction trades.
- High School Diploma or GED.

- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- English fluency and good verbal communication skills.
- Quality awareness and attention to detail, time management and multi-tasking skills; and ability to work with minimal supervision.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training and education.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Compensation will be based on experience and skills. The salary for employees meeting the requirements of this position is \$19/hour.

Work Environment/Physical Demands

Work is conducted both indoors and outside. Physical strength and stamina are required for standing and walking for long periods, climbing ladders, as well as lifting and carrying up to 50 pounds. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time hourly position (40 hours per week). The schedule is typically five consecutive days, from 7:00 AM to 3:30 PM, but may be adjusted based on staffing needs and to cover planned events. Evening hours and overtime may be expected, especially during the busy season.

To Apply

Please submit a resume expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated: February 3, 2022