**Kankakee County Historical Society**

**Maintenance Technician**

**Job Description**

The museum handyperson is able to skillfully perform a variety of maintenance duties. Adept in handling preventative maintenance, basic repairs, cosmetic upkeep, and simple appliance installations. Ability to handle power tools and some maintenance related machinery. The museum handyperson must be willing to undertake other assignments as needed.

**Responsibilities**

* Perform maintenance and light repairs.
* Perform routine landscaping on the grounds.
* Carry out larger building maintenance and landscaping projects as able or oversee work that is outsourced.
* Paint and fill gaps or crevices (on walls, sidewalks etc.).
* Undertake light installation.
* Repair equipment or appliances.
* Provide museum tours when requested.
* Work with Executive Director on other duties as assigned.

**Requirements**

* Proven experience as handyman.
* Experience with hardware and tools.
* Basic understanding of electrical, plumbing or HVAC systems.
* Basic math skills.
* Good communication ability.
* Good organizational and problem-solving skills
* Attention to detail.
* High school diploma or equivalent.

**Hours**

Seasonal (April – October)

Flexible scheduling based on experience and needs (average of 10-15 hours per week).

**Additional Information**

Pay rate - $17 per hour

Position open until filled

To apply – send resume to [kankakeecountymuseum@gmail.com](mailto:kankakeecountymuseum@gmail.com) or drop it off at the Kankakee County Museum 801 S. 8th Ave Kankakee IL