

Maintenance Supervisor

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

- Manage on-site cleaning team members across multiple dayparts and facility sites
- Execute general repairs and installations inside and outside of facility, including but not limited to minor electrical, plumbing, carpentry, painting, installing signage, office equipment, assembling office furniture, repairs on doors, changing light bulbs, repair or replace light fixtures, replace ceiling tiles, facilitate any leaks found, make minor repairs to museum vehicles.
- Identify, diagnose, and address day-to-day maintenance repairs & issues involving museum assets Including electrical, plumbing, fire suppression, HVAC, construction and other miscellaneous equipment
- Develop a plan for ongoing maintenance and improvement in building management including recurring or common issues
- Document and provide visibility to the Chief Financial Officer of damage or issues with the site or facilities
- Create and maintain an active database of vendors and contractors necessary for day-to-day operations building repairs & facilities improvements
- Act as liaison and maintain a healthy partnership with contractors and management while managing and ensuring timely completion of all contracted work
- Work with Exhibits and Collections Department to assist in technical aspects of the Museum's object handling projects

- Acting as point of contact for current museum standards, maintaining all finishes in the space at a very high level
- Maintaining full inventory of tools and tool carts for resets and installations; maintaining necessary inventory and orders specialized supplies to suit the needs of the cleaning team and special events
- Have knowledge of lock out and tag out procedures (lock out/tag out for breakers, water lines, Valves and other equipment when needed) Notify and record use of red tag system for fire sprinklers, PIV, sprinkler lines and flow valves.

Must be able to use body members to work, move, or carry objects or materials, including ability to work in tight spaces. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to work indoors and outdoors subject to rain, wind, cold and hot temperatures and potentially wildlife. Must be able to lift 50 pounds frequently. Must be able to differentiate colors and shapes. Must be able to work weekends and after hours.

Range of Experience

- Knowledge to operate small motorize equipment i.e. vacuum cleaner, buffer and shampoo also knowledge of proper use of material such as wax, detergent and finishes.
- Two years' experience in maintenance repair, including specific experience in general electrical, plumbing and carpentry.
- Familiarity with heavy equipment.
- Must have a Class "B" driver's license.

Compensation

The salary for this position is \$45,000+. Compensation is commensurate with experience and abilities.

The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k with a 5% match, and death and disability insurance. The Museum also offers life, dental and vision insurance.



Museum of Science & History
3050 Central Ave, Memphis, TN
38111 | memphismuseums.org

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Hester Banks
Business Manager/CFO
MoSH
Hester.banks@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

Writing samples, a short presentation, and references may be required from finalists. Academic, credit, and criminal background checks will be conducted before a final offer is made.

More information about MoSH can be found on our website at www.moshmemphis.com.