



JOB DESCRIPTION

June 2026

Title: BUILDINGS AND GROUNDS ASSOCIATE

Reports to: Executive Director

Hourly Rate (DOE): \$23 - \$25/hour (37.5 hours/week)

Position Summary:

The Buildings and Grounds Associate maintains the buildings and grounds of the Bennington Museum. This position performs maintenance operations which include the implementation of site repairs and preventative maintenance.

Job Duties & Responsibilities:

- Inspect facilities, identify maintenance problems, assist in the prioritization of maintenance items, and/or perform needed repairs.
- Assist in daily and weekly cleaning schedules with staff and contractors.
- Assist in determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections while minimizing disruptions in the facility (buildings and grounds) use.
- Assist with the supervision of contractors who work on the buildings and grounds.
- Advise the Executive Director concerning necessary maintenance, staffing, etc.
- Ensure cleaning, upkeep and safety standards are maintained, or inefficiencies are discovered.
- Identify and report safety problems that are associated with the buildings and grounds.
- Maintain the documentation of Safety Data Sheets (SDS).
- Assist in ensuring the Museum is in compliance with all applicable federal, state, and local laws regarding public buildings and their maintenance.
- Perform additional duties and responsibilities as assigned.

Skills and Qualifications:

- High school diploma or equivalent with any combination of education, training, and/or experience which demonstrates ability to perform the required duties will be considered.
- Five years of job-related experience, in facilities maintenance and/or construction, groundskeeping, and equipment repair.
- Working knowledge of federal, state, and local laws related to the operations and maintenance of public facilities.
- Valid Driver's License and Evidence of Insurability required.
- Proficient with Windows-based programs. Familiarity with Google Suites is a plus.
- Knowledge of building management systems including HVAC and fire alarm controls a plus.
- Good communication skills; demonstrated ability to work well with administrators and staff throughout the Museum.

Bennington Museum considers for employment and hires qualified candidates without regard to age, religion, sexual orientation, protected veteran or disability status, or any other factor prohibited by law. Bennington Museum fully endorses equal opportunity for all.

How to Apply: Please email letter of interest and resume to administration@benningtonmuseum.org with the subject line *Buildings and Grounds Associate*.