Maintenance Assistant

The Wing Luke Museum seeks a part time maintenance assistant to support our facilities team.

The Maintenance Assistant will report to and work closely with the Director of Technology and Infrastructure. Job responsibilities include assisting in maintaining the museum’s plumbing, electrical, and HVAC systems; working with outside vendors and technicians; repairing small equipment; removing graffiti; cleaning and other janitorial tasks; and keeping our building a safe and productive place to work!

The successful candidate will have:

- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Ability to read technical manuals and drawings
- Excellent verbal and written communication skills
- Physical stamina and dexterity
- High school diploma or equivalent
- Be results driven and self-motivated with a high level of initiative, a sense of urgency and the ability to work both collaboratively and independently
- Have excellent time and project management skills while maintaining attention to detail
- Be able to work weekends
- A positive attitude and a sense of humor under pressure!

Experience working with Asian Pacific American communities is a plus.

This is a part-time 20 hours per week position. EOE. The position is available immediately.

For more information on the museum, visit our website: http://www.wingluke.org/

To apply please send cover letter and resume to:

Human Resources
Wing Luke Museum
719 S. King Street
or facilities-jobs@wingluke.org

Resumes will be accepted until the position is filled.