Living History Farms
Job Posting

Date: February 23, 2020
Position Title: Tractor Driver
Status: Seasonal, hourly, non-exempt
Reports to: Director of Facilities and Security

**Position responsibilities:**
Responsible for ensuring our general visitors, school children and employees are continuously transported from our 1876 town of Walnut Hill to the West Side of the museum grounds where the farm sites are located during museum hours.

Performs general safety inspections and maintains tractor carts and drop-off and pick up sites. Notifies the Director of Facilities and Security, of needed maintenance and care of inner roads and boardwalk area around the tractor cart stops to ensure clear driving paths, addressing slippery spots or trouble areas that pose safety concerns.

Assists passengers getting on and off the tractor cart at designated stops, and by answering questions.

Helps visitors by providing friendly and courteous customer service. Works with volunteers and exhibits courteous communication skills.

Reports any incidents or accidents immediately to the transportation supervisor and Manager on Duty.

Reports serious weather conditions or emergency assistance immediately.
Cleans the tractor carts daily. Performs other duties as assigned.

**Schedules/Shifts:**
Living History Farms is seeking to hire tractor drivers for the season. The positions are scheduled as follows with additional time for training:

Mondays-Saturdays 8:45am-4:15pm and Sunday 11:45am-4:15pm from May 1-October 16, 2020. These positions include working weekends and 2 holidays (Memorial Day and the 4th of July) One position is scheduled approximately 30-35 hours per week during the season and one position is scheduled approximately 15-20 hours per week on the weekend.
**Qualifications:**
The successful candidate will embrace the vision and mission of Living History Farms and seek to be a positive influence in sharing this mission with the general public.

The successful candidate must have a warm and friendly personality and experience in customer service. Experience interacting with the general public and working in a team based environment is helpful.

The successful candidate must be able to perform physical tasks (minimum strength requirement – lift 50 pounds) with physical mobility to perform a variety of tasks including lifting strollers and wheelchairs onto and off of tractor carts, and frequently climbing in and out of the tractor cab.

Previous experience driving farm tractors is preferred. The candidate must also pass a museum driving certification program and hold a current valid driver’s license.

Basic computer skills are required. The candidate must be comfortable adhering to touring group schedules, using a cellphone, and accessing email and information electronically using a computer to stay informed about museum policies, schedules and programs, and to clock in and out for work with our time management system.

Organization skills and dependability are important. The candidate should be self-motivated to seek continuous improvement of the tractor cart operations.

The candidate must be comfortable working in the outdoors as the weather conditions change seasonally.

**General Information:**
Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily routines of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. For more information, please visit [www.Livinghistoryfarms.org](http://www.Livinghistoryfarms.org).

More than 100,000 guests visit Living History Farms annually. The current season runs May 1-October 16, 2020. Living History Farms is open daily to the public during the season from 9am-4pm Monday-Saturday and Sunday from 12:00pm/Noon to 4:00pm until the end of August. Beginning August 29 thru October 16, 2020 we are open Wednesday-Saturday 9am-4pm and Sunday Noon-4pm.

Application deadline: posted until filled