Job Description

Position Title: Seasonal Associate – Facilities & Security
Position Classification: Seasonal, hourly, non-exempt
Department: Facilities & Security
Reports to: Director, Facilities & Security
Wages: $9.00-$12.00 per hour

Position Summary:
The facilities and maintenance associate assists the Director in ensuring the maximum operating efficiency of the museum. This includes 500 acres of land and facilities, 40 buildings, utility and communication infrastructure, and maintenance and security equipment. The associate also proactively maintains and preserves the authenticity of all physical aspects of Living History Farms under the supervision of the Department Director.

The maintenance associate personally accomplishes maintenance, operations and repair work to create the best visitor experience possible. The maintenance associate ensures maintenance functions are performed safely, efficiently and competently, including required documentation, and acts as an environmental and conservation steward of Living History Farms resources.

Specific Duties:
- Effectively performs regular facilities maintenance and repairs of all kinds, including but not limited to; grounds upkeep, mowing, weed eating, painting fence repair, and trash collection.

- Works in close coordination with the facilities & security team.

- Assigned tasks by the Director from maintenance order requests submitted by other museum department directors to maintain and support programming, exhibits, special events and community events.

Supervisory Responsibilities:
While this position has no direct reports, it may guide and direct volunteers from time to time on specific activities/projects.
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Consistent attendance is an essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Conditions:
The seasonal maintenance associate primarily works outdoors in all weather conditions. The maintenance associate must be able to work in adverse weather and environmental conditions as well as uneven terrain and reach heights up to 25-30 feet.

Education & Skills
- High School graduate
- 1 year of facilities experience with some agricultural experience preferred
- Must possess enthusiasm for working in a general public setting, exhibiting superior customer service.
- This position requires bending, crawling, lifting, climbing, reaching, dexterity and eye hand coordination.
- Must be able to carry and lift 75 pounds and have the physical mobility to maintain more than 500 acres of grounds.
- Requires a valid IOWA driver’s license and maintains insurability under the museum’s auto liability policy.
- Must be able to follow and deliver both verbal and written instruction and adhere to deadlines.
- Passion for the mission of the museum.
- Previous work in a non-profit setting preferred.
- Knowledge of construction techniques and maintenance is preferred
- Demonstrated ability to organize daily work and complete work assignments
- Proficient communications skills
- Innovative Self-Starter that can work efficiently within budgeted parameters and available resources.
- Excellent customer service skills and an ability to interact professionally with a broad range of stakeholders (co-workers, volunteers, guests, contractors etc.)
- Demonstrated ability to operate large modern agricultural equipment and machinery including tractors, tree spades, backhoes, skid steers, log splitter, chain saws, maintenance vehicles.
- Working knowledge of Microsoft office suite with the ability to use email, APPs, and comprehend procedure manuals.

Position Hours:
This position will be scheduled Tuesday thru Saturday from 8:30am-4:30pm May-October. Additional occasional evening hours will be scheduled in advance during
large-scale events, as museum operations require such as during our Halloween nights in October. The seasonal maintenance associate works a schedule that may include holidays (July 4th).

The maintenance associate may be asked to be on-call or to deal with weather, and or emergency situations outside of scheduled work hours. These situations should be infrequent and only at the request of the Director, President or manager on duty. Other than emergency situations or designated on call times, the maintenance associate is not expected to respond to phone calls outside of scheduled work hours.

To Apply:
Please submit a cover letter, resume and application to Sandy Stundins. Email submissions may be made to Sstundins@lhf.org. The position will remain open until filled.

About Living History Farms
Living History Farms is an interactive outdoor history 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 in Urbandale, Iowa. Historical interpreters recreate daily routines of early Iowans on three farm sites spanning the years 1700 to 1900, and an 1876 town. For more information, visit www.LivingHistoryFarms.org. Living History Farms is among the elite three percent of national museums accredited by the American Alliance of Museums (AAM), the only organization representing the entire scope of the museum community.

Updated and Approved: March 9, 2021 (SS/RCH)