Job Description

Title: Facilities Associate—Events & Guest Transportation Lead
Classification: Full-time, non-exempt (benefits-eligible)
Reports to: Director, Museum Facilities & Security

General Position Summary:
The associate ensures the maximum operating efficiency of the guest transportation system and events held on the museum grounds. This includes 500 acres of land. The associate proactively maintains the facility assets of Living History Farms with responsibilities for enhancing the accessibility and safety of Living History Farms, as well as its cleanliness and attractiveness as directed by the Director of Facilities and Security. This position personally accomplishes grounds maintenance and repairs, ensuring 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:
- Performs regular maintenance and repairs with guest transportation carts, event set-up and tear-down on building grounds.
- Works in close coordination with other facility staff and volunteers for guest transportation and event-related activities, especially with the Marketing & Communications Department. This includes set-up of the event per the client’s specification. Verifies vendor set-up, tear-down and cleanup of all event spaces. Maintains the cleanliness and overall appearance of all event spaces.
- Assists in coordinating the work performed by vendors for events with the events coordinator. This includes working with current vendors and recommending changes in vendor relationships for new or future facility needs related to events.
- Maintains ongoing records of work accomplished, documenting processes and procedures for organizational stability and continuity.
- Regularly trains qualified volunteers on safe and proper use and care of tools, machinery and equipment. Regularly reviews OSHA requirements, compliance issues and new rules and regulations/practices with staff.
• Regularly communicates both formally, in writing, and verbally with staff about the status of projects and completion deadlines. This includes attending team meetings, staff meetings, and electronic communications.
• Assists in the planning and development of the annual guest transportation budget, with an eye toward cost controls and improved efficiencies for guest transportation. Adheres to budgeted priorities and parameters while reviewing variances and emergencies requiring adjustments to stay within budgeted constraints.
• Coordinates with other departments on needs to support LHF programming, exhibits, special events and rentals. Reports and resolves problems swiftly.
• Assists in maintaining an annual inventory of transportation equipment, fuel, and tools including a replacement plan schedule.
• Troubleshoots emergencies related to the museum’s physical plant as needed.
• Drives tractor carts with guests during the general season regularly. Typically, this position is scheduled to drive three days per week. Schedules seasonal guest transportation staff and fills in as a substitute driver as needed.
• Assists groundskeeper with daily trash disposal.
• Assists with special projects and other duties as assigned.

**Supervisory Responsibilities**
• Seasonal guest transportation associates (2-3)
• Volunteers (2)

**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 associate works both indoors and 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.

This position requires bending, crawling, lifting, climbing, reaching, dexterity and eye hand coordination.

**Certificates, Licenses, Registration**
• Valid Iowa Driver’s License and ability to remain insurable under the museums insurance policies.
• Safety training certificates (preferred)
Qualifications

- High School graduate or GED.
- Facility maintenance experience preferred specifically landscaping, gardening, and fencing.
- 2 years of facilities experience with some agricultural experience preferred
- 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, Skills and Experience:

- Advanced knowledge of construction techniques and maintenance
- Demonstrated ability to organize daily work and assist team members to complete work assignments.
- Proficient communications skills.
- Innovative self-starter who 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, board members, volunteers, guests, contractors etc.)
- Demonstrated ability to operate large modern agricultural equipment and machinery including tractors, tree spades, backhoes, skid steers, log splitter, snow removal equipment, chain saws, and maintenance vehicles.
- Basic computer skills.
- Training and certification in pesticide application preferred.

Schedule:
This full-time position is scheduled Tuesday–Saturday from 8:30am-4:30pm. From time to time, evening hours will be scheduled one month in advance during large-scale events, as museum operations require.

The position may be asked to be on-call or to deal with 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 groundskeeper is not expected to respond to phone calls outside of scheduled work hours.

About Living History Farms
Living History Farms is an interactive outdoor history museum which educates and connects all peoples to Midwestern rural heritage. 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 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: RH/April 18, 2022