



Job Description

Title: Facilities Associate

Classification: Seasonal, non-exempt (fulltime or part-time available)

Reports to: Director, Museum Facilities & Security

General Position Summary:

The associate ensures the maximum beautification of the grounds by mowing and trimming, weeding, and gardening during the general touring season (May-October). This position may also support guest transportation and events held on the museum grounds. 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 drives lawn mowing equipment and guests in our tractor cart system.

Specific Duties:

Coordinates with other departments on landscaping needs to support LHF programming, exhibits, special events and rentals. Reports and resolves problems swiftly.

Assists with daily trash disposal.

Performs regular event set up and tear down on building grounds.

Maintains ongoing records of work accomplished, documenting processes and procedures for organizational stability and continuity through the MaintainX software system.

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.

Troubleshoots emergencies related to the museum's physical grounds as needed.

This position may regularly be scheduled to drive guests 2 days per week and fills in as a substitute driver as needed.

Assists with special projects and other duties as assigned.

Supervisory Responsibilities - None

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 sitting on a commercial mower and in a large cab of a tractor, 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
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:

Experience with mowing equipment, weed-trimmers, push mowers and zero turn ride-on mowers.

Demonstrated ability to organize daily work and assist team members to 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, board members, volunteers, guests, contractors etc.)

Basic computer skills.

Training and certification in pesticide application preferred.

Schedule:

This seasonal 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. Other than emergency situations or designated on call times, the associate 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 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.

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