



Title: Facilities Associate
Classification: Fulltime
Non-Exempt
(benefits eligible)
Department: Facilities & Security
Reports to : Facilities & Security Director
Wage range: \$16.50-18.00-20.00 per/hr

General Position Summary:

This is an entry level position that manages approximately 250-350 general maintenance tasks and work orders annually for the museum. The facilities associate supports museum operations with ground maintenance (mowing/snow removal), guest transportation (during the general touring season), minor repairs & site improvements, landscaping, events, and special projects.

75% general facilities maintenance & preventative care
15% Event/Interdepartmental facilities support
10% Other duties as assigned, including Guest Transportation

Specific Duties:

- Fulfills work orders assigned by the Facilities Director to maintain the safety and physical security of museum buildings and grounds through MaintainX software to ensure optimal stewardship of Living History Farms property.
- Proactively administers the environmental, health & safety responsibilities of the museum. This includes preventative grounds maintenance and pest control.
- Maintains work areas of the Maintenance Building complex in a clean, orderly, and safe condition always.
- Safely operates power equipment including drills, saws, generators, sump pumps, modern tractor, and farm equipment, and performs maintenance tasks in conjunction with department staff & volunteers.
- Actively participates in meetings, workshops, trainings, and planning sessions.
- Responds to emergency maintenance requests during and after hours for the purpose of resolving immediate safety concerns as directed by the Director of Facilities.
- Substitutes as a driver for Guest transportation during the general touring season.
- Performs other duties as assigned.

Supervisory Responsibilities

Volunteers

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Skills

Bachelor's degree or equivalent experience.

Previous security experience preferred.

One (1) year of general facilities maintenance experience is preferred.

Must demonstrate working knowledge of at least 2-3 building trades and equipment: electrical, plumbing, carpentry, plaster and painting and finishes.

Must have considerable working knowledge of the occupational hazards and safety procedures applicable to maintenance and construction work.

Technically relevant work experience in safety and security fields preferred. Ability to understand plans, sketches, and construction drawings.

Ability to inspect and drive modern maintenance and agricultural equipment including gators, and tractors, skid-steers, snowplow equipment, mowers.

Certificates, Licenses, Registration

- Valid Iowa Driver's License and ability to remain insurable under the museum's insurance policies.
- OSHA Safety training certificates preferred.

Leadership

Excellent rapport with colleagues and demonstrated ability to manage relationships with vendors and contractors, employees, and volunteers. Calm demeanor, especially in a crisis.

Dependability, flexibility, and adaptability in a dynamic, program/event-driven environment.

Ability to make sound decisions and good judgment within the guidelines of museum policy and procedures, budgets, and historic preservation standards.

Effective time management and demonstrated ability to organize daily work and instruct team members to complete work assignments in a timely manner and adhere to deadlines.

Must be able to perform duties in a professional manner and appearance that reflects favorably on Living History Farms and adheres to the museum's code of ethics, employee handbook, and other organizational policies.

Communication

- Proficient in Microsoft office suite products and applications, including excel spreadsheets and email.
- Ability to create reports and maintain formal maintenance records. Ability to communicate via phone, email, and text messaging.

- Excellent customer service skills.
- Effective Communication, organizational, planning, written and verb skills.

Environment & Conditions

This position performs work in all kinds of weather throughout the year and outdoors in non-climate-controlled environments.

You must be able to lift and carry 50 pounds.

You must be comfortable using farm machinery, gators on gravel roads.

Position Hours

This position ensures the department is staffed during museum business hours of operation. The department is staffed on a regular Tuesday - Saturday schedule weekly 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. From November -April, this position may work a Monday-Friday schedule from 8:30am-4:30pm with approval of the Director of Facilities and Security and the President.

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 Department Director or President. Other than emergency situations or designated call times, the building's supervisor is not expected to respond to phone calls outside of scheduled work hours.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.