

JOB TITLE:	#1322 Facilities Maintenance Technician, Adjunct Properties
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$17.49 hourly minimum Salary commensurate with experience.
STATUS & HOURS:	Full-time, regular (2,080 annual hours) position.
CLASSIFICATION:	65M Technical
HIRING MANAGER:	Facilities Manager, Adjunct Properties
POSTING DATE:	December 28, 2016
DEADLINE DATE:	Application materials must be received by January 25, 2017.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Facilities Maintenance Technician, Adjunct Properties to: 1) plan, coordinate, and perform building systems, equipment repair and maintenance activities; 2) to operate and maintain site mechanical and security systems, and; 3) to document the ongoing repair and maintenance projects at Kellogg Center, 328 Kellogg Boulevard West and 1500 Mississippi Street locations in St. Paul, ensuring that the locations' buildings and structures, a total of two, are maintained at a high level of quality and safety for the occupying staff and tenants, as well as for the visiting public.

RESPONSIBILITIES: 1) maintain and perform repairs on equipment at MNHS properties in the metro area to keep items in proper working order; 2) assess, perform, coordinate, monitor, and track building safety, preservation, and monitoring issues; and 3) coordinate and collaborate with vendors, tenants, and MNHS staff to ensure quality of work, security access, service and successful operation.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent with demonstrated experience in facilities maintenance and repair.
- Boilers license – special engineer license.
- Demonstrated ability to operate a wide variety of hand and power tools, including scaffolding and rigging equipment.
- Demonstrated ability to repair and maintain non-historic building equipment, mechanical systems, electrical, heating, and cooling systems, furniture, fixtures, and miscellaneous equipment.
- Demonstrated ability to take initiative, to work independently, and be self-motivated.
- Demonstrated ability to operate computer-controlled HVAC control systems.
- Demonstrated ability to work as a member of a team.
- Demonstrated ability to coordinate work and manage time.
- Demonstrated ability to communicate effectively in writing, by phone and in person with team members, contractors, and vendors.
- Demonstrated knowledge in the methods and practices of non-historic mechanical, electrical, plumbing, carpentry, painting, and security tasks.
- Demonstrated knowledge of non-historic building components, related mechanical systems, building codes, construction methods, architectural and engineering principles.
- Ability to use Microsoft Office, Google software and email.
- Ability and willingness to climb ladders, use scaffolding, and enter enclosed spaces.
- Ability to maintain electronic and written records and to complete assigned reports.
- Ability to work as part of a team.
- Ability to occasionally work 10-hour days, and to infrequently respond to security or fire alarms at all hours.
- Ability to lift 75 pounds rarely, 50 pounds occasionally, and 30 pounds regularly.
- Ability to stand for extended periods of time, to walk long distances regularly, and to perform exterior duties in all Minnesota climate extremes.

- Ability to use tools, equipment and chemicals necessary to perform the duties of the position.
- Awareness of the need to maintain and repair to prolong the life of the facilities while protecting the historic integrity of the buildings and sites.

DESIRABLE QUALIFICATIONS:

- Ability to review and approve project proposals, to evaluate and critically appraise work in progress, to identify the need for corrective actions and to recommend acceptance of contract work.
- Experience operating computer-controlled HVAC control systems.
- Experience operating and maintaining commercial security and fire alarm systems.
- Experience operating and maintaining heat pumps and cooling towers.
- Experience working at a museum, historic site, or comparable setting.
- Knowledge of current developments in building mechanical technologies.
- Knowledge and understanding of Society policies & procedures.
- Boiler’s license – second class C engineer.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -