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| <b>JOB TITLE:</b>          | #1330 Facilities Maintenance Technician  |
| <b>OPEN TO:</b>            | This job is open to all applicants.  |
| <b>LOCATION:</b>           | Historic Forestville, 21899 County Road 118, Preston, MN 55965   |
| <b>SALARY:</b>             | \$17.49 hourly minimum   |
| <b>STATUS &amp; HOURS:</b> | Part-time, regular (624 annual hours) position.<br>Weekly hours vary according to seasonal site needs. |
| <b>CLASSIFICATION:</b>     | 65M Technical  |
| <b>HIRING MANAGER:</b>     | Site Manager I, Historic Forestville   |
| <b>POSTING DATE:</b>       | September 23, 2016   |
| <b>DEADLINE DATE:</b>      | Application materials must be received by October 7, 2016.   |
| <b>SUPPLEMENTAL FORMS:</b> | Not required for this position.  |

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Facilities Maintenance Technician at Historic Forestville to plan, coordinate, and perform maintenance activities; and document the ongoing preservation and maintenance projects at Historic Forestville Historic Site, ensuring that the historic site buildings, including the visitor center, are maintained at a high level of quality and safety for the visiting public.

**SUMMARY OF WORK:** 1) maintain and perform repairs, light carpentry, painting and mechanical duties throughout the site; 2) provide overall seasonal and programmatic and other site maintenance support; 3) assess, perform, coordinate, monitor, and track historic site's building preservation issues through visual inspections and monitoring; 4) maintain site grounds to ensure historical accuracy, neat appearance and visitor safety. Tasks include snow removal, mowing/trimming and garden maintenance; 5) maintain and perform repairs on all site equipment to keep items in proper working order; 6) perform other related duties as apparent or assigned; and 7) initiate, coordinate, and follow up on contracted work by vendors or other MNHS staff charged with museum work.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Considerable knowledge of cleaning methods, materials, and equipment, and the ability to perform a variety of cleaning and maintenance tasks.
- Working knowledge of the methods and practices of mechanical, electrical, plumbing, carpentry, painting and security tasks.
- Ability to operate a wide variety of hand and power tools and grounds and building maintenance equipment.
- Working knowledge of grounds keeping and horticultural practices.
- Physical strength, stamina and coordination to perform a wide variety of job tasks.
- Demonstrated ability to take initiative.
- Demonstrated ability to work as a member of a team.
- Demonstrated ability to coordinate work and manage time.
- Demonstrated ability to provide work direction to others.
- Demonstrated ability to communicate with team members, contractors, and vendors.
- Willingness to occasionally work 10-hour days and to infrequently respond to security or fire alarms at all hours.
- Ability to use Microsoft Office software, and email.
- Awareness of the need to maintain buildings and grounds in such a way as to maintain historical integrity of site, while at the same time prolonging the life of the facility.
- Ability to maintain written records and complete assigned reports.
- Ability to work as part of a team, primarily working closely with the Maintenance Assistants, but also with the rest of the site staff.
- Ability to lift 75 pounds rarely, 50 pounds occasionally, and 30 pounds regularly.
- Ability to work on and from a ladder or scaffolding regularly.
- Ability to work outdoors in all Minnesota weather conditions.

**DESIRABLE QUALIFICATIONS:**

- Ability and motivation to study historical reference materials related to preservation of historic buildings and sites.
- Current and valid Minnesota driver's license.
- Experience working at a museum, historic site, or comparable setting.
- Ability to negotiate service contracts, working with multiple facility contractors, remodeling, or restoration projects.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

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| <b>Attn:</b> [Fill in Job Title]<br><b>Minnesota Historical Society</b><br>Historic Forestville<br>21899 County Road 118<br>Preston, MN 55965 | <b>Attn:</b> [Fill in Job Title]<br><b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a> | <b>Attn:</b> [Fill in Job Title]<br><b>Fax:</b> 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 -**