

**JOB TITLE:** #1132 Facilities Maintenance Technician – Oliver Kelley Farm

**OPEN TO:** This job is open to all applicants.

**LOCATION:** Oliver Kelley Farm, 15788 Kelley Farm Road, Elk River MN 55330

**SALARY:** \$17.93 hourly minimum

**STATUS & HOURS:** Full-time, regular (2,088 annual hours) position.

**CLASSIFICATION:** 65M Technical

**HIRING MANAGER:** Facilities Manager, Historic Properties

**POSTING DATE:** April 26, 2018

**DEADLINE DATE:** May 17, 2018

**TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.

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**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Facilities Maintenance Technician to operate and maintain all equipment and systems; to perform animal husbandry and farm-related chores; to perform custodial and event tasks; to maintain grounds, gardens, and farm fields; to monitor safety and security systems, to oversee climate, pest management, and building preservation plans; and to coordinate contracted work at the Oliver Kelley Farm, ensuring that the site's seventeen buildings, animals, mechanical systems, equipment, and grounds are maintained at a high level of health, quality, and safety for the visiting public.

**SUMMARY OF WORK:** 1) operate, maintain, perform, and document repairs on all site equipment and building mechanical systems to keep items in proper working order; 2) oversee, perform, and document daily animal husbandry and farm-related chores at the historic site, as part of the livestock care team; 3) oversee, perform, and document custodial and event tasks at the historic property; 4) maintain and repair grounds, gardens, farm fields, nature areas, pathways, and trails at the historic site; 5) coordinate, schedule, and perform routine maintenance and repair on site farm and program-related equipment so all are in proper and safe working order; 6) coordinate, schedule, and perform routine maintenance and repair on site tools and modern equipment so all are in proper and safe working order; 7) assess, perform, coordinate, monitor, and track the historic sites' safety and security systems, climate and pest management plans, and buildings' preservation issues; and 8) coordinate, and follow up on contracted work by vendors or other MNHS staff charged with work at the historic site.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent with demonstrated experience in facilities maintenance and repair.
- Possession of - or the willingness and ability to acquire within six (6) months - a Minnesota Boilers License-Special Class Engineer,
- Possession of - or the willingness and ability to acquire within six (6) months - the proper OSHA 1995 Logging Standard training and certification, or MN DNR/National Park Service equivalent.
- Possession of - or the willingness and ability to acquire within six (6) months - bodily fluids safety training certification(s).
- Demonstrated ability to operate computer-controlled HVAC control systems.
- Demonstrated ability to perform animal care; farm equipment operation and care; general agricultural, groundskeeping, and horticultural practices and care.
- Demonstrated ability to take initiative, to work independently and as a member of a team, and be self-motivated.



- Demonstrated ability to operate, maintain, and repair a wide variety of hand and power tools - including scaffolding and rigging equipment, and grounds and building maintenance equipment.
- Demonstrated ability to perform basic non-historic carpentry, electrical, mechanical, painting, plumbing, and security repairs.
- 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 safely and efficiently operate a truck and trailer combined vehicle.
- 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 of non-historic building components, related mechanical systems, building codes, construction methods, architectural and engineering principles.
- Demonstrated knowledge in the methods and practices of non-historic mechanical, electrical, plumbing, carpentry, painting, and security tasks.
- Ability, flexibility and willingness to work a varied schedule of three to five consecutive days per week, including weekdays, weekends (Saturday/Sunday) and holidays.
- Ability to use Microsoft Office and Google software and email.
- Ability and willingness to perform all custodial related duties.
- Ability and willingness to climb ladders, use scaffolding, and enter enclosed spaces.
- Ability and willingness to maintain electronic and written records and to complete assigned reports.
- Ability to work as part of a team, primarily working closely with the Facilities Manager-Historic Properties and the Historic Site Manager.
- Ability to properly lift 100 pounds rarely, 75 pounds occasionally, and 50 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 properly use tools, equipment and chemicals necessary to perform the duties of the position.
- Ability to occasionally work 10-hour days, and to infrequently respond to security or fire alarms at all hours.
- 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 and motivation to study reference materials related to the maintenance and operation of historic and non-historic buildings and sites.
- Ability and motivation to study reference materials related to ongoing historic and non-historic animal husbandry and farm practices.
- Ability and motivation to study the Historic Site Guides' training materials.
- 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 working at a museum, historic site, farm, or comparable setting.
- Experience working with historic properties listed on the National Register of Historic Properties.
- Knowledge of current developments in animal husbandry, and farm practices and technologies.
- Knowledge of current developments in building mechanical technologies.
- Knowledge and understanding of MNHS policies & procedures.
- Knowledge of the Secretary of Interior's Standards for the Preservation, Rehabilitation, Restoration and Reconstruction of Historic Properties.
- Knowledge of standards in care of historic collections.
- Possession of a Minnesota Class "B" Commercial Driver's License.
- Possession of a Minnesota Boiler's License – Second Class C Engineer.
- Possession of First Aid training certification.

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*Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181. Applicants offered employment are subject to passing a background check as a condition of employment. EEO*