

Wisconsin Historical Society Position Description

Classification and Working Title: Facilities Repair Worker - Advanced
Division of Museums and Historic Sites - Old World Wisconsin
LTE: 76125

Summary: Under the direction of the Facilities Maintenance Specialist - Advanced and the supervision of the Asst. Director, Operations, this individual will perform a wide range of semiskilled tasks including carpentry and grounds keeping, as well as some mechanical and custodial tasks. This individual also performs minor repairs and preventative maintenance to mechanical, plumbing and hvac systems.

Duties:

50% A. Building Maintenance:

- A1. Alert Facilities Maintenance Specialist – Advanced of any significant maintenance or repair needs.
- A2. Perform basic carpentry to construct, install, repair, restore, and otherwise maintain wooden structures and components including porches, steps, railings, windows, boardwalks, fences, benches, signage, etc.
- A3. Perform painting tasks on facilities and equipment including fences, railings, picnic tables, etc., and limited painting of historic and non-historic building interiors and exteriors.
- A4. Inspect roofs and perform minor roofing repairs.
- A5. Perform minor preventative maintenance and repairs to electrical, plumbing, heating and cooling systems, and well pumps. Replace batteries, light bulbs, replace door and gate hardware, and report issues with phone, Wi-Fi or alarm systems.
- A6. Spray and remove wasp and bee hives and inspect buildings for insect or animal intrusion and damage.
- A7. Assist delivery drivers and service providers including pest control, phone and security techs, fire, safety and health inspectors and to access secured locations.
- A8. Move and assemble furniture, packages and supplies around attraction as requested.

A9. Perform custodial duties as assigned. Clean and sanitize restrooms, mop and sweep buildings; empty trash and recycling containers and keep stocked with supplies as necessary. Maintain the cleanliness of tables, chairs, and other supplies and materials used for private and public events.

A10. Maintain inventory control of custodial supplies utilized throughout the year. Order supplies when necessary.

A11. Inspect, repair and maintain lock and key systems for doors, windows, and fence gates.

A12. Winterize buildings, equipment and grounds by installing storm windows, covering air conditioners, draining plumbing fixtures and systems, cleaning furnaces and chimneys, replacing furnace filters, covering signs, and by placing in storage picnic tables, benches, trash receptacles, planters and other outdoor furniture and equipment.

A13. Monitor buildings performing scheduled furnace checks during winter.

30% B. Grounds Maintenance:

B1. Care for and maintain grass, shrubs and trees using power equipment and hand tools. Mow lawns using power mowers and open fields utilizing tractor-mower. Rake, fertilize, reseed and otherwise perform related tasks necessary to maintain lawn areas. Dispose of brush, leaves, lawn clippings, and other plant and construction debris in designated locations.

B2. Cut/split firewood to stove use length and diameter, and deliver and stack in safe drying and storage piles.

B3. Build and repair fences.

B4. Operate farm tractor, front end loader, snowplow and other related equipment.

B5. Collect attraction garbage and recycling on specified schedule.

B6. Maintain gravel and paved roads and do repairs as directed.

B7. Construct, repair and maintain mowed, gravel, brick and stone trails, pathways, walks, steps and patios to provide a safe and secure access for visiting public and employees.

B8. Remove snow, ice, leaves, branches or other materials from building entry and exit points, sidewalks, pathways as necessary. Plow roads and spread salt/gravel mix as directed.

B9. Repair, maintain and monitor irrigation systems, frost free water hydrants and bubblers.

B10. Take water samples from sample faucets for submission to the State Laboratory of Hygiene/Environmental Health Division. Oversee and monitor remediation of wells containing water not meeting State requirements for potable water.

B11. Monitor and report inventory levels on all propane and fuel tanks.

10% C. Maintenance of Mechanical Equipment

C1. Maintain motorized grounds-keeping equipment or schedule maintenance of this equipment by reputable repair facilities. Operate all power tools and equipment according to manufacturers' instructions and with all safety guards and equipment in place. Safely handle and store fuels for this equipment.

C2. Perform minor maintenance and clean passenger and utility vehicles, including trams.

C3. Gather and record monthly fuel usage and mileage of all site and fleet vehicles.

D. 10% Site Security and Guest Service:

D1. Provide assistance and guidance to guests in a courteous and professional manner.

D2. Assist in public and private event set up and tear down as assigned.

D3. Maintain site radio communication and respond to radio calls.

D4. Maintain security of all buildings by locking and arming all buildings after entry unless other staff is present.

D5. Be knowledgeable of site safety and emergency procedures including reporting procedures, locations of first aid supplies, storm shelter areas and communication procedures.

D6. Maintain personal appearance according to attraction standards and wear an approved uniform that is clean and maintained in good condition.

D7. Observe and enforce all local, state, and federal fire, safety, chemical handling and hazardous materials regulations.

D8. Abide by all State purchasing and procurement regulations.

D9. Perform work assigned not specifically enumerated as directed by lead or supervisor.

Qualifications

- Excellent customer service and verbal communication skills.
- Able to lift/carry objects up to 50 lbs.
- Be familiar with and able to safely use common carpentry and grounds keeping tools, as well as custodial supplies, equipment and chemicals.
- Must be able to self-start each morning and be able to perform all duties in a swift and thorough manner to make sure the museum is clean, safe and inviting for staff and guests.
- Be able to take direction and follow through with minimum supervision
- Valid Wisconsin driver's license and safe driving record
- Be able to work outdoors in inclement weather and under hot, cold, wet or dusty conditions

Important Information

A criminal background check will be conducted prior to an offer of employment to determine if the circumstances of any conviction may be related to the job.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.

Position Status/Benefits

Seasonal position April to December, (Schedule may include weekdays, weekends, holidays and some evenings) 24 - 40 hours per week; (part-time hours available January through March) starting at \$15/hour. Limited Term Employment position. State residency required.

Contact

Please send a short cover letter and completed WHS Application for Employment to:

Robert Parker, Assistant Director - Operations
Old World Wisconsin
W372 S9727 State Rd. 67
Eagle, WI 53119
email: robert.parker@wisconsinhistory.org

The Wisconsin Historical Society is an equal opportunity employer.