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Buildings & Grounds Assistant

Position Summary: The Buildings & Grounds Assistant is a member of the Museum's Buildings & Grounds Team. Under the direction of the Buildings & Grounds Superintendent, the crew is responsible for the construction, maintenance (including custodial duties,) and repair of all structures on the Museum's campus as well as the upkeep of the landscape and grounds. Additionally, the team supports the Railroad & Shop Team by participating in track work and other projects as required.

Reports to: Buildings & Grounds Superintendent

Responsibilities:

- Complete construction and repair projects throughout the Museum
- Complete landscape assignments including trimming, mulching, and limited mowing
- Set-up for and clean-up following Museum special events
- Perform routine daily maintenance of the Museum's exhibit and public buildings including sweeping and mopping floors, dusting of counters and other surfaces, glass cleaning, watering flower boxes, as well as cleaning of public restroom facilities
- Care for the Museum's summer resident goats
- Interact with the public providing excellent customer service
- All Museum staff are eventually cross-trained on steam train operations
- Other duties as assigned

Qualifications: The ideal candidate will have a wide variety of experience in the construction, carpentry, electrical, plumbing and landscaping fields. Able to work collaboratively as part of a team as well as be effective when working under limited supervision.

Work Requirements: The position is scheduled to work 40 hours per week mostly Monday – Friday but may be asked to work occasional weekend dates especially during the Museum's operating season from May – October.

Physical Requirements: The person in this position needs to:

- move about the entire Museum campus on foot
- position self to enter small spaces
- operate a wide-variety of power and hand tools
- communicate with visitors and exchange accurate information about the Museum and its collection
- operate Museum vehicles and heavy equipment
- ascend/descend ladders
- frequently move equipment and supplies weighing up to 50 pounds
- position self as necessary to complete building repairs including under structures and at heights
- work outdoors in all weather conditions

Direct Reports: None