

- JOB TITLE:** Facilities Maintenance Technician, Mille Lacs Indian Museum & Trading Post
- LOCATION:** Mille Lacs Indian Museum, 43411 Oodena Drive, Onamia MN 56359
- COMPENSATION:** \$22.28 hourly minimum
- STATUS & HOURS:** Full-time, regular (approximately 1,560 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** July 3, 2024
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.
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DESCRIPTION: This position exists to plan, coordinate, document, perform and/or oversee custodial, maintenance, and repair activities - including the buildings, equipment, grounds, hardware, mechanical, safety and security systems - and to assist with ongoing preservation and maintenance projects at the Mille Lacs Indian Museum & Trading Post. On occasion, provide facilities maintenance support at other MNHS locations.

SUMMARY OF WORK: 1) Maintain and perform repairs on all site buildings, equipment, hardware, and mechanical systems to keep items in proper working order; 2) Perform and manage general custodial and event tasks; 3) Maintain and repair grounds, pathways, and trails at the site; 4) Oversee site safety, preservation, and monitoring issues; 5) Coordinate vendors or other MNHS staff charged with working at the site; 6) Coordinate, schedule, and perform routine maintenance and repair of site tools and modern equipment so all are in proper and safe working order; and 7) Assist in routine maintenance and repair of program-related equipment and hardware.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Experience in facilities maintenance and repair.
- Possession of a Minnesota Boilers License-Special Class Engineer, or the willingness and ability to acquire the license within six (6) months.
- 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 and willingness to climb ladders and enter enclosed spaces.
- Ability to occasionally work up to 10-hour days.
- Ability to respond to fire or security systems alarms at all hours.
- Ability to respond to HVAC system alarms at all hours.
- Ability, flexibility, and willingness to work a varied schedule including weekends and holidays.

- Valid driver's license and willingness to travel.

DEMONSTRATED SKILLS IN:

- Operating a wide variety of hand and power tools, including scaffolding and rigging equipment.
- Performing carpentry, mechanical, painting, plumbing, and security repairs.
- Performing groundskeeping, snow removal, de-icing, and general horticultural practices and care.
- Demonstrated ability in historic and modern methods and practices of carpentry tasks.
- Demonstrated ability to take initiative, to work independently, and to be self-motivated.
- Demonstrated ability to repair and maintain historic and modern building structures, furniture, fixtures, and equipment.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Communicating, both orally and written, including giving work direction, preparing and delivering reports.
- Computer skills necessary to develop quality documentation.
- Thinking imaginatively and problem solving.
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.

KNOWLEDGE OF:

- Methods and practices of mechanical, electrical, plumbing, and painting tasks.

DESIRED QUALIFICATIONS:

- Possession of a Minnesota Boiler's license - Second Class C Engineer.
- Possession of chainsaw certification through MNHS and/or MN DNR.
- Experience repairing and maintaining historic and modern building structures, furniture, fixtures, and equipment.
- Experience operating and maintaining commercial security and fire alarm systems.
- Experience working at a museum, historic site, or comparable setting.
- Experience working with historic properties listed on the National Register of Historic Properties.
- Knowledge of historic and modern building components, related mechanical systems, construction methods, architectural and engineering principles.
- Knowledge of the Secretary of Interior's Standards for the Preservation, Rehabilitation, Restoration and Reconstruction of Historic Properties.
- Master Carpenter or Master Craftsman certification.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.