

JOB TITLE: Farm Maintenance Technician, Oliver Kelley Farm

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

COMPENSATION: \$23.61 hourly minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 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 18, 2024

DEADLINE DATE: August 1, 2024

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.

DESCRIPTION: This position exists 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. On occasion, provide facilities maintenance support at other MNHS locations.

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) Perform, and document daily animal husbandry and farm-related chores at the historic site, as part of the livestock care team; 3) 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 of 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.
- Possession of a Minnesota Boilers License-Special Class Engineer, or the willingness and ability to acquire the license within six (6) months.
- 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 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 safely and efficiently operate a truck and trailer combined vehicle.
- Experience in facilities maintenance and repair.
- 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 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:

- Possession of chainsaw certification through MNHS and/or MN DNR, or the willingness and ability to acquire the license within six (6) months.
- 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 to operate computer-controlled HVAC control systems.
- Demonstrated ability to perform basic non-historic carpentry, electrical, mechanical, painting, plumbing, and security repairs.
- Demonstrated ability in historic 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, non-historic building equipment, mechanical systems, electrical, heating, and cooling systems, furniture, fixtures, and miscellaneous 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 a Minnesota Class “B” Commercial Driver’s License.
 - 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.