



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

Title: Facilities Associate

Department: Facilities

Status: Non-Exempt, Regular, Full-Time, Hourly

Supervisor: Facilities Manager

Position Description: Provides facilities services for the Museum campus, maintaining buildings and their utility systems, infrastructure, grounds and equipment. Supports MNA programs and projects as assigned by the Facilities Manager. Executes established facilities programs and responds to unscheduled needs and requests to support high, consistent standards of performance in the Museum facilities program.

Major Tasks and Responsibilities:

- Performs facilities services for buildings, grounds, and equipment in an efficient and professional manner, with particular attention to preserving the historic integrity and native plant communities of the Museum's campus.
- Understands and supports the museum's goals for visitor, staff, and collections safety including buildings and grounds maintenance and improvement, customer satisfaction.
- Communicates effectively and positively with Museum staff, volunteers, and visitors
- Cooperates with the Facilities Manager to continually improve facilities services, and takes special care to proactively identify and resolve potential safety issues.
- Organizes and maintains the facilities shop and adjacent storage and equipment buildings and keeps tools and equipment in good working condition.
- Implements the Museum vehicle maintenance and safety schedule, ensuring that all vehicles are safe, clean, and in good mechanical condition.
- Assists with snow removal.
- Serves as acting Facilities Manager on 24-hour call in the absence of Facilities Manager. Is an alarm responder for all museum facilities.
- Works with the Facilities Manager to further the museum's goal to create a positive, flexible and diverse community.
- Performs occasional custodial duties.
- Works with the Facilities Manager to creatively adjust the operation, organization, and responsibilities of facilities services to meet the changing needs of the Museum.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
- Other duties as assigned.

Education and Experience and Other Requirements:

- High school diploma or equivalent. Some higher education preferred.
- Three years' experience in construction and/or maintenance of buildings, grounds, and utilities.
- Tool kit to include basic maintenance tools i.e. hammer, wrench, screw driver, gloves, etc. Must have phone.
- Must be able to be on call and respond to MNA needs 24/7 when Facilities Manager is not available.



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- Must have operable vehicle and current Driver's License.
- Basic computer skills.

Abilities, Skills, and Knowledge:

- Honesty, a good work ethic and a positive point of view.
- Enjoy physical indoor and outdoor work.
- Knowledge of building systems, including carpentry, plumbing, electrical, painting, and roofing. Ability to complete building repair and remodeling projects to the highest standards.
- Mechanical acuity and knowledge sufficient to do maintenance on tools, equipment and vehicles.
- Ability to operate a backhoe preferable.
- Ability to work some weekends
- Interest in learning about and preserving the natural and cultural history of the Colorado Plateau.
- Interest in and knowledge about sustainable building systems.
- Ability to maintain confidentiality.
- Ability to effectively and positively communicate with staff, visitors, and MNA service providers.
- Must be able to lift and carry 50 pounds, sit, stoop, and crouch or stand for extended periods of time. Visual and hearing acuity. Ability to climb ladders, crawl into small crawl spaces and work on roofs tops. Must be able to sit, stoop or stand for extended periods of time.,

Working Conditions:

- Works outdoors and indoors, 8 hours per day. Works occasional overtime, nights (snow removal), and weekends.

To Apply: Email a cover letter and resume to employment@musnaz.org, or call 928-774-5211, ext. 203 for Human Resources for any other inquiries.

Job offer contingent on satisfactorily passing criminal background check.

The Museum of Northern Arizona is an equal opportunity employer.

How to apply:

Send cover letter, resume and three professional references to:

Or fax to 928-774-1229

Application Deadline:

Open until filled. Please submit your application materials by Sunday, September 9, 2012 to be included in the first review of applications scheduled for September 10, 2012.