Company Information
Organization Name: CK Employment Services Inc
About Our Organization: National Museum of Military Vehicles
Website: NMMV.org
FLSA Status: Non-exempt
Prepared Date: 09-09-2022
Effective Date: 09-30-2022
Hiring Manager Job Title: Maintenance Associate
Job Level: Individual Contributor
Employment Status: Full-time Regular
Primary Location: Dubois, WY

Job Summary
Perform work typical to facilities maintenance and repair. Mechanical knowledge and aptitude along with willingness to do and learn a variety of work tasks to include, but not limited to, general equipment service, interior and exterior buildings and grounds maintenance, light equipment operation, loading and unloading shipments of military equipment, assisting with changes to facility displays and venue changes requiring considerable physical labor, refuse management, snow and ice removal, flag display maintenance along with any and all support duties related to day to day operation of a world class museum. Additional duties may involve some carpentry, minor plumbing repairs, minor electrical repairs, offsite repairs and maintenance to other properties involving grass mowing, watering, weed removal, filter changes, snow and ice removal. This position requires flexibility of the individual to be tasked with a variety of work duties and respond to such with a positive and willing attitude with the capability to manage assignments effectively.

This position is for full time employment with minimal overtime occasionally required. Applicants should be self-starters and personable, able to assist museum visitors as needed with respect and appropriate conversation and a willingness to exceed expectations at every opportunity.

Education and Experience
- High School Diploma - or the equivalent (for example, GED)
- Post-Secondary Certificate - Desired but not required such as: computer services, engineering technologies, construction trades, mechanic and repair technologies.

Salary/Housing
The base pay for this position is $37,000 annually and could be increased depending on experience. Housing assistance may be available.

Knowledge
Desirable knowledge and skills but not required for assessment of fit to the job.
- Mechanical - Knowledge of machines and tools, uses, repair, and maintenance.
- Building and Construction - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings.

Skills
Basic Skills
- Active Learning- Understanding the implications of new information for both current and future problem solving and decision-making.
- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Speaking** - Talking to others to convey information effectively.

**Technical Skills**

- **Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Operation Monitoring** - Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Troubleshooting** - Determining causes of operating errors and deciding what to do about it.

**Work Context**

**Communication** - Use of radios to communicate effectively with the work team. Facility work requests require clear communication and response along with friendly support regardless of the situation.

**Role Relationships** - Critical to maintain appropriate communication and awareness of situational events that would require delaying work execution until a more appropriate time.

**Responsibility for Others** - Behaving safely and respectfully at all times. Doing work safely and with a mindset of supporting other workers in a safe fashion.

**Work Setting** - Working around equipment in and around construction sites. Operation of some equipment with extreme attention to safety.

**Environmental Conditions** - Working outside in various conditions throughout the year.

**Job Hazards** - Climbing Ladders, working on roofs with very slippery surfaces, using power tools, chainsaws, lawn mowers and weed eaters.

**Body Positioning** - Occasional work on equipment requires flexibility to manage entry and exit from work spaces.

**Work Attire** - Weather appropriate work wear. Some clothing will be provided.

**Routine versus Challenging Work** - Some work is routine managing the facility others will be offsite and require lawn care, snow removal, filter changeouts and repairs of equipment used for these tasks.

**Pace and Scheduling** - Job has many aspects that require a good focus on time utilization and efficiency of managing the workload.

**Primary Job Duties**

- Capable of doing minor electrical work and maintenance
- Maintenance of machinery - lubricate, oil, grease, clean, replace belts and troubleshoot issues.
- Manage minor plumbing issues and repair as needed
- Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Repair machines, equipment, or structures, using tools such as hammers, hoists, saws, drills, wrenches, or equipment such as precision measuring instruments or electrical or electronic testing devices.
- Maintain or repair specialized equipment or machinery located in cafeterias, offices
- Perform general cleaning of buildings or properties.

**Activities**

- **Troubleshooting** - Determining causes of operating errors and deciding what to do about it.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Tools and Technology**

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**To apply:**

Please email resume AND cover letter to: brian@nmnv.org

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.