

**Maricopa County Historical Society  
dba Desert Caballeros Western Museum**

**Facilities Assistant**

**Exempt (Y/N): N (On Call)**

**Supervisor: Director of Facilities**

**I. Function of Position**

Assist the Director of Facilities as needed to maintain smooth operation and maintenance of the Museum facilities, grounds, and equipment including ensuring the safety of staff, volunteers, and visitors. This position is an on call as needed by the Director of Facilities.

Assist the Director of Facilities as needed in the installation and fabrication of exhibitions. This applies to all in-house temporary exhibitions, outgoing traveling exhibitions, and longer-term permanent in-house exhibitions.

**II. Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Assist Director of Facilities as needed with construction projects.
2. Assist Director of Facilities with fabricate and/or fabrication of all exhibitions, long-term and temporary, using professional exhibition techniques.
3. Assist Director of Facilities with shipping, packing, transportation and delivery of artwork as per museum guidelines.
4. Assist as needed the Director of Facilities with maintaining a clean, safe, and well-organized shop compliant with all city, state and OSHA safety regulations.

**III. Position Requirements**

**A. Education**

High school diploma or equivalent

**B. Work Experience**

Some knowledge of building and equipment maintenance, construction, security procedures and emergency response.

**C. Knowledge, Skills and Abilities**

1. Some basic carpentry and plumbing skills.
2. Some knowledge of procedures, practices, tools and equipment used to maintain public buildings and grounds.
3. Ability to lift 50 pounds, climb ladders, bend, stoop, kneel, reach, and use all limbs simultaneously. Unassisted mobility, dexterity and judgment is required.
4. Some experience in use of ladders and scaffolding.

**D. Certificates, Licenses, Registrations**

1. Valid driver's license.
2. Pass criminal background check.

## **Working Conditions**

Museum environment with extensive work in maintenance and/or outdoor areas of the building under all types of weather conditions. A nonexempt position, hours will be on call and when needed, generally Monday through Friday between 7:00 a.m. and 5:00 p.m. Extended hours and weekends probable. The noise level in the work environment is usually moderate to high.

**Approved Date: October 2022**