

**Wisconsin Historical Society  
Position Description**

**Facilities Maintenance Specialist- Advanced**

**Summary**

Under the general supervision of Facilities Director, this position independently coordinates the entire maintenance operation of the entire historic site and property, including the maintenance of all historic and modern structures. The employee performs a wide range of semiskilled tasks including repair work requiring the manual use of tools. This position operates, performs routine preventive maintenance, and makes minor repairs to HVAC systems, water heaters, dehumidifiers, filters/pumps and all other mechanicals on the property. Job duties include inspecting, maintaining and repair of specialized equipment and climate controlled environments for state collections. This position is also responsible for the inspection, testing and maintenance of all fire and security systems, including fire extinguishers, hoses and any specialized equipment.

This position is also responsible for facilities repairs including the rehabilitation of historic buildings, carpentry, custodial work, maintaining the grounds and equipment, minor construction activities, plumbing electrical. The employee will direct and coordinate the work of limited term employees, inmate work crews, and contractors. This includes preparing work plans, schedules, and maintaining all maintenance logs for the property. This position may, under the direction of the supervisor, contract projects that are too large or complex to be performed in-house, and the incumbent is responsible for coordinating all work by contractors.

As this historic site is a public facilities engaged in historical interpretation, the incumbent must be able to manage comfortably and effectively with the visiting public. The recreational nature of the Site requires the employee to work a schedule that includes evenings, weekends and holidays.

**Duties**

**65% A. Maintenance of Historic Site Buildings and Structures**

- A1. Inspect, conduct preventive maintenance, and complete minor repairs of HVAC systems and all related mechanicals such as air conditioners, dehumidifiers, pumps and climate control devices. Monitor the computerized environmental control center, making adjustments as needed and/or scheduling contractors as required.
- A2. Establish and direct a program of regular inspection of all buildings with particular attention to building envelopes, including walls, roofs, windows,

and doors. Prioritize needed repairs, establish estimated costs of repairs and make recommendations.

- A3. Build, maintain, and repair buildings, foundations, chimneys, pathways, and retaining walls utilizing brick, concrete, and stone, etc.
- A4. Build, maintain, repair, and install windows and all related components, including hardware, glass, glazing, storm windows, screens, window trim, and window framing.
- A5. Install, maintain and repair wood flooring, rugs, linoleum, etc.
- A6. Perform and direct others in all job duties related to and including interior walls, such as installing drywall, repairing drywall, plastering walls, repairing plaster walls, installing wood paneling, and repairing wood paneling, etc.
- A7. Perform and direct others in the performance of all tasks related to and including exterior and interior painting of buildings, architectural components, and exhibits including scraping, caulking and glazing. Inspect wooden structural components and apply paint, preservative, or pesticides as required.
- A8. Inspect, repair and maintain roofs, rain gutters, downspouts, drainage tile lines, cisterns, runoff channels, and other water control systems. Maintain systems throughout the year including removal of snow and ice as necessary.
- A9. Inspect, repair, and maintain electrical wiring, switches, panels, lamps, fixtures, appliances and other electrical equipment and systems. Prepare specifications for contracting upgrades and rewiring electrical systems in Site structures.
- A10. Inspect, maintain and repair wells, pumps and plumbing systems. Prepare specifications for bidding replacement of major plumbing fixtures and systems.
- A11. Perform carpentry such as framing, forming, and siding to construct, install, repair, restore, replace, and otherwise maintain wooden structures and components including porches, steps, railings, bridges, fences, benches, signage, etc.

- A12. Perform specialized carpentry and joinery to construct, install, repair, restore, replace and maintain wooden structures and components including doors, shelves, cabinets, and furniture, etc.
- A13. Perform cyclical preventative maintenance and simple repair of electrical, oil, and gas heating systems. Monitor HVAC systems on a regular basis.
- A14. Establish and direct a program of regular maintenance of vacuum cleaners, dehumidifiers, fans, power and hand tools, and other equipment.
- A15. Safely operate, clean, sharpen, maintain, and inventory all hand tools and power equipment (table saw, sander, band saw, drills, etc.) and store under safe and secure conditions.
- A16. Assist in the preparation of plans and specifications for major site building and remodeling projects involving contractors and other non-Site workers.
- A17. Monitor and inspect work performed by outside contractors, providing them with entrance and egress during operating hours or by special advance appointment. Initiate contacts with city or county crews for projects requiring coordination with local units of government.
- A18. Identify maintenance and repair projects on work plans, discuss planning, time schedule and funding with Facilities Director.

**15% B. Grounds Keeping and Equipment Maintenance**

- B1. Operate and maintain sewage treatment and disposal systems in compliance with state regulations.
- B2. Establish and maintain program of adequate periodic inspection of sites grounds (prairie, wooded areas, lawns, fences, trails, benches, corner and survey markers, sidewalks, street lamps, etc.) and recommend appropriate maintenance measures to the Site Director.
- B3. Construct, repair and maintain mowed, gravel, brick, stone, and concrete trails, pathways, walks, roadways, bridges, steps and patios to provide safe and secure access for visiting public and employees.
- B4. Maintain inventory and direct safe storage of all supplies necessary to operate maintenance equipment and to implement maintenance tasks, such as gasoline, oil, anti-freeze, cleaning fluids, etc.

- B5. Establish and maintain bulk materials storage areas in a safe and neat manner away from public view (lumber, gravel, fill dirt, mason's sand, etc.).
- B6. Monitor and control insects, vermin, mold, mildew, fungus, and other pernicious conditions using safe practices for museum settings.
- B7. Maintain or establish turf areas by installing sod and seeding; aerate, fertilize, mow and remove leaves from lawns and gardens; remove trees, stumps, and shrubs; mow lawns, parking areas, and other public use areas.
- B8. Operate, clean, sharpen, repair and maintain all engine-powered equipment (tractors, mowers, chain saws, snow blower, weed eater, etc.) and purchase, mix, and safely handle and store fuels for same.
- B9. Remove snow and ice from Site walk ways, steps and drives to ensure safe access to buildings and to maintain fire lanes.
- B10. Plant, prune, transplant, cull, and otherwise maintain designated tree and shrub varieties. Cut culled trees for firewood. Assist with historic gardening and landscaping program development and maintenance.
- B11. Weed, transplant, gather and propagate seed necessary to preserve and develop prairie. Lead any prairie prescribed burn in conjunction with local authorities. Dispose of brush, leaves, lawn clippings, and plant and construction debris in designated compost, fill and burn locations.

**10% C. Perform and Direct Custodial Duties**

- C1. Perform custodial duties including sweeping, mopping floors, vacuuming, removing trash, washing windows, and sanitizing rest room facilities. Clean all Site restrooms daily and keep stocked with supplies or oversee these activities performed by Limited Term Employees (LTEs), volunteers, or contracted services.
- C2. Winterize Site buildings and equipment by installing storm windows, covering air conditioners, draining plumbing fixtures and systems, cleaning furnaces and chimneys, replacing furnace filters, and by placing in storage benches, trash receptacles, planters and other outdoor equipment. Oversee these activities performed by Limited Term Employees (LTEs), volunteers, or contracted services.

**5% D. Provide Security and Safety at the Historic Site**

- D1. Observe and inspect site regularly for signs of theft, vandalism, trespass or unauthorized entry. Work with the Capitol Police or local law enforcement as necessary.
- D2. Inspect, repair, and maintain locks on all windows, doors, and gates. Assist with daily routine of Site unlocking and locking as needed.
- D3. Observe and provide assistance and guidance to authorized persons entering Site.
- D4. Observe, train staff, and enforce all local, State and Federal fire, safety, chemical handling and hazardous materials regulations. Maintain Material Data Safety sheet folders.
- D5. Inspect, maintain, and repair (in cooperation with local fire agency) all on-site fire extinguishers.
- D6. Inspect, maintain, and repair all fire protection equipment (alarms, fire extinguishers, smoke detectors, emergency lights, etc.
- D7. Plan, implement and operate alarm systems, monitoring systems, and other security systems.
- D8. Maintain key inventory and manage key assignments.
- D9. Maintain separate storage facility for hazardous materials such as gasoline, kerosene, pesticides or preservatives.

**5% E. Perform Other Duties as Assigned**

- E1. Direct and monitor the performance of seasonal workers and volunteers. Assist with recruitment and oversee LTE maintenance helpers.
- E2. Communicate with Site Director and Curator to discuss general operation of the Site, maintenance program, projects, and limited term employees.
- E3. Purchase supplies and equipment according to state protocol.
- E4. Perform other incidental duties as requested by management.

**Physical Requirements:**

- 1. Ability to lift and carry up to 50 pounds.

### **Knowledge, Skills and Abilities Required:**

1. Ability to direct, motivate, and coordinate the work of others.
2. Basic knowledge of accepted procedures and techniques in electrical, plumbing, carpentry and painting trades.
3. Ability to perform basic procedures and techniques in electrical, plumbing, carpentry and painting trades.
4. Knowledge of grounds keeping practices and procedures.
5. Ability to perform grounds keeping duties.
6. Knowledge of security systems and procedures.
7. Ability to perform basic maintenance and repair on electrical and audio-visual equipment, security systems and historic structures, grounds and artifacts.
8. Ability to plan, develop and manage small construction projects.
9. Ability to identify preservation problems relating to structures, grounds and artifacts.
10. Knowledge of preservation procedures and techniques relating to historic structures, grounds and artifacts.
11. Ability to manage budgets for the facilities work unit.
12. Planning and organizational skills.
13. Computer skills, including word and data processing, internet use, and electronic mail.
14. Ability to travel independently within Wisconsin as necessary.
15. Able to legally operate a motor vehicle from the Wisconsin Department of Administration State Fleet in the State of Wisconsin.
16. Ability to establish and maintain effective working relationships.
17. Ability to provide courteous and professional customer service.