

**FACILITIES MAINTENANCE WORKER
HISTORIC PROPERTIES DIVISION
WINTERVILLE MOUNDS
GREENVILLE, MS**

**STARTING ANNUAL SALARY PLUS BENEFITS: \$16,880.91
DEADLINE FOR RECEIVING APPLICATIONS: May 9, 2014**

The Mississippi Department of Archives and History (MDAH), Division of Historic Properties, seeks applications for the position of Facilities Maintenance Worker at Winterville Mounds, a National Historic Landmark archaeological site near Greenville, Mississippi. Winterville functioned as a ceremonial mound center from around A.D. 1000 until c. 1550. The incumbent in this position will serve as the facilities/maintenance director.

Job responsibilities will include, but are not limited to, the following:

- Cleaning and maintaining all facilities in the museum building, i.e. restrooms, museum office, storage rooms; also cleaning the floors, windows, doors, exhibit cases and floors (including periodic waxing). Opening the museum in the morning, raising and lowering flags.
- Performing regular and directed grounds and landscape maintenance by mowing parts of the site with a push mower; cutting, trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment.
- Removing trash and debris from public areas by regularly inspecting grounds, drains, highway easements, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from sidewalks, parking lots, buildings and transporting the trash to designated central collection points on a daily basis. Cleaning all outdoor signage on a daily basis.
- Performing maintenance work using hand and power tools for minor carpentry repairs, minor plumbing repairs, and replacing defective electrical switches, light bulbs, fuses, and fluorescent ballasts, etc. Assisting with the operation and repair of office equipment.
- Safely operating light vehicles such as pick-up trucks, tractors, push mowers and portable power tools and equipment such as saws, grass trimmers, leaf blowers, sprayers, paint machines and other grounds keeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
- Ensuring that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities. Maintaining an equipment inventory and ordering cleaning and maintenance supplies—including potable water—when needed.
- Performing custodial services following established procedures and guidelines in buildings, museum, restrooms, including setting up and taking down chairs and tables for special events.
- Cleaning and maintaining outside facilities, i.e. pavilion, grills, picnic tables, storage buildings, and public restrooms.
- Assisting other staff as needed in special projects on-site and off-site.

Education and experience must meet one of the following criteria:

- Graduation from a standard four-year high school or equivalent (GED).

MDAH is an Equal Opportunity Employer.