



VACANCY ANNOUNCEMENT

Title: Maintenance Specialist

Starting Salary Range: \$25,500 to \$26,500 per year

Schedule: Must be able to work a flexible schedule including evenings, weekends, and holidays

Principal Functions:

The Maintenance Specialist is directly responsible for the day-to-day maintenance of Pamplin Historical Park's building and grounds. The incumbent will operate power equipment and motor vehicles, perform manual labor requiring heavy lifting, and occasionally work in hazardous and under adverse weather conditions. He/she will utilize basic carpentry, plumbing, and electrical, and construction skills in directly performing a variety of routine and specialized assignments.

Responsibilities:

The Maintenance Specialist will:

- Perform general janitorial maintenance of all Park buildings according to approved procedures and standards.
- Participate in cutting and trimming of lawns and meadows safely using power equipment.
- Maintain trees and shrubbery as instructed.
- Perform leaf and litter removal as instructed.
- Perform trail construction and repair as instructed.
- Safely operate electrical hand tools and grounds equipment, including chainsaws, weed eaters, blowers, and tractors.
- Perform assigned tasks employing light carpentry, basic plumbing, basic electrical, and basic construction skills.
- Comply with OSHA safety regulations
- Operate all equipment and tools safely in accordance with Park policy
- Possess a valid motor vehicle operator's license and operate all vehicles safely in compliance with Park policy
- Respond in a timely manner to after-hours emergencies related to weather events, equipment failures, or any other facilities problems.
- Maintain effective oral and written communications skills using Standard English grammar and writing styles
- Maintain reliable attendance and punctuality
- Possess the ability to work a flexible schedule including evenings, weekends, holidays, and in critical situations as required

Preferred Qualifications

The successful candidate will possess:

- A High School diploma or GED.
- Basic skills in carpentry, plumbing, electrical, and construction techniques.
- A positive work record demonstrating reliability.
- Effective verbal communications skills.
- Ability to lift 50 pounds repeatedly.
- Ability to work outdoors in all weather conditions.
- A valid Virginia Driver's License.
- Reliable transportation.

To Apply: Submit a complete Pamplin Historical Park application form and a narrative statement of not more than two typewritten pages addressing the preferred qualifications for this position. Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at the Park at their own expense. All applicants will be notified about the status of their application; therefore, we request that applicants do not call the Park for information about their candidacy. Applicants wishing to withdraw their name from consideration should notify Pamplin Historical Park at their earliest convenience.

To obtain an application form, log on to www.pamplinpark.org, call (804) 861-2408, or request one at the Park. Submit completed application packets to: Pamplin Historical Park, Attn: Amanda Jones, Director of Administration and Membership, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, or hand-delivered.

About Pamplin Historical Park: Pamplin Historical Park is located on a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains four museums, four historic homes, features an extensive costumed interpretive program, and preserves the site of a major Civil War battlefield. Pamplin Historical Park, a privately owned 501 (c) (3) non-profit organization, employs more than 35 people and is a major historical attraction. Please visit our website at www.pamplinpark.org for more information.