



## VACANCY ANNOUNCEMENT

Position Title: **Maintenance Assistant**

Status: Part-time, hourly

Hourly Rate Range: \$10.10 to \$10.40 per hour depending on experience

### **Primary Duties:**

The Maintenance Assistant is directly responsible for the day-to-day maintenance of Pamplin Historical Park's buildings and grounds.

### **Responsibilities:**

The Maintenance Assistant will:

- Perform general janitorial maintenance of all Park buildings.
- Participate in cutting and trimming of lawns and meadows.
- Maintain trees and shrubbery.
- Perform leaf and litter removal.
- Perform trail construction and repair.
- Safely operate electrical hand tools and grounds equipment, including chainsaws, weed eaters, blowers, and tractors.
- Possess the ability to work a flexible schedule including evenings, weekends, and holidays as needed.
- Respond to after-hours emergencies related to weather events, equipment failures, or any other facilities problems.
- Assist other departments and participate in special events as needed.
- Perform other duties as assigned.

### **Rating Factors:**

- A high school diploma or equivalent.
- Two years of relevant hands-on experience.
- 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.
- Ability to work a flexible schedule including evenings, weekends, and holidays.

**How to Apply:**

Applicants should complete the standard Pamplin Historical Park application available on the Park's web site, [www.pamplinpark.org](http://www.pamplinpark.org), or by calling the Park at 804-861-2408. In addition, each applicant should submit a written narrative elaborating on his/her specific qualifications for the position. Narrative statements must not exceed two pages. Submit applications to Pamplin Historical Park, 6125 Boydton Plank Road, Petersburg, VA 23803, Attn: Amanda Jones, Director of Administration. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at Pamplin Historical Park at their own expense.

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 three museums, 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, and is a major historical attraction. For more information, please visit our website at [www.pamplinpark.org](http://www.pamplinpark.org)