

Job Description: Seasonal Facilities Worker

Date: Summer 2025
Title: Seasonal Facilities Worker
Department: Facilities
Position Reports To: Facilities Manager
Status: Non-Exempt / Seasonal

Summary: The Seasonal Facilities Worker participates in a wide variety of facilities service activities, including, but not limited to, Facilities tasks, Custodial tasks, Grounds tasks, and Events tasks as assigned.

Seasonal: This seasonal position's term will expire 6 months after the start date.

Job Duties:

- Completes assigned Facilities tasks in a competent and timely manner. Examples of tasks include general repairs, lighting adjustments, painting, assembling furniture, moving Center assets, light carpentry work, supporting outside contractors, and other tasks as assigned.
- Occasionally expected to complete assigned Custodial tasks in a timely manner.
- Occasionally expected to assist Grounds crew as assigned.
- Completes assigned Event setups and teardowns. Assists with A/V setup and provides occasional support during events.
- Completes assigned Work Orders in a competent and timely manner.
- Completes additional reasonable tasks and duties as assigned.

Competencies:

- Ability to follow direction.
- Detail oriented.
- Ability to meet deadlines.
- Flexibility.
- Team oriented.
- Excellent communication skills.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Ability to lift 50 pounds, squat, stoop, climb ladders, and carry materials and tools.
- High School diploma desired.
- Basic skills with internet, and Microsoft Outlook and Word desired.
- Available to work evening and/or weekend work and/or overtime as required.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

| | <i>N/A</i> | <i>OCCASIONAL</i> | <i>FREQUENT</i> | <i>CONSTANT</i> |
|--------------------|------------|-------------------|-----------------|-----------------|
| Sitting | | x | | |
| Standing | | | x | |
| Walking | | | x | |
| Bending Over | | | x | |
| Crawling | | x | | |
| Reaching | | | x | |
| Crouching | | | x | |
| Kneeling | | | x | |
| Balancing | | | x | |
| Pushing/Pulling | | | x | |
| Lifting/Carrying | | | | |
| 10 lbs or less | | | x | |
| 11 lbs to 25 lbs | | | x | |
| 26 lbs to 50 lbs | | | x | |
| 51 lbs to 70 lbs | | x | | |
| Manual Dexterity | | | | x |
| Fine Motor Skills | | | | x |
| Gross Motor Skills | | | | x |
| Eye/Hand Coord. | | | | x |
| Near Vision | | | x | |
| Far Vision | | | x | |
| Color Recognition | | | | x |
| Hearing | | | | x |

Environmental Factors

| | <i>YES</i> | <i>NO</i> | <i>Limited</i> |
|---|------------|-----------|----------------|
| Working Outside | x | | |
| Working Inside | x | | |
| Working Alone | x | | |
| Working Closely with Others | x | | |
| Excessive Cold/Heat | x | | |
| Excessive Humidity/Dampness | | | x |
| Noise/Vibrations | x | | |
| Working with Chemicals/Detergents/Cleaners | x | | |
| Working Around Fumes/Smoke/Gas | x | | |
| Walking on Uneven Surfaces | x | | |
| Motorized Equipment or Vehicles | x | | |
| Working With Machinery/Motorized Equipment | x | | |
| Climbing on Scaffolds or Ladders (Step Stool) | x | | |