

JOB DESCRIPTION

Date: Fall 2026
Title: Facilities Worker
Department: Facilities
Position Reports to: Facilities Supervisor
Status: Non-Exempt / Full-Time

Summary:

The Facilities Technician participates in a wide variety of facilities service activities, including, but not limited to, maintenance, custodial, grounds, and event tasks as assigned.

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 on time.
- Occasionally expected to assist the 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 required.

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 Explorer, 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,

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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.