

## **Sierra County Historical Society Caretaker Position Kentucky Mine Park and Museum**

The Caretaker of the Kentucky Mine Park and Museum is employed by the Sierra County Historical Society (SCHS) as the plant/grounds operations manager, and is the tenant of the Sierra County-owned residence. The caretaker works with the museum's curator and Sierra County Public Works Department to manage maintenance and ensure the safety of the facility and grounds as directed by the SCHS board of directors.

### **Responsibilities include, but are not limited to:**

- Acts as plant/grounds operations manager.
- Keeps watch over the buildings and grounds, and notifies the Sierra County Sheriff's Office of significant security issues.
- Supervises and coordinates the maintenance of the interior and exterior of all buildings in a clean, safe, sound condition at standards set by SCHS, Sierra County, and OSHA.
- Supervises the maintenance of the grounds in a neat, clean, and orderly condition to include the separation of recyclable materials and disposal of solid waste.
- Notifies the SCHS board and Sierra County in case of emergency.
- Coordinates with Sierra County on significant building repair and maintenance projects.
- Coordinates and supervises work parties for such things as the fire suppression and water systems.
- Supervises community service workers provided by the Sierra County for facility maintenance and repair at times when the museum is closed to the public.
- Assists with set-up and clean-up at special events upon request of the SCHS board.
- Other duties as assigned.

### **Position Requirements & Experience:**

- Ability to act in a courteous and professional manner at all times.
- Capacity to work well with general public, board of directors, fellow employees, and volunteers.
- Adaptability to a wide range of work conditions, duties, and goals.
- Willingness to accept public position and lifestyle which includes a loss of privacy and the need to be on-call after hours to respond to unforeseen circumstances.

- Valid CA driver's license and the ability to operate both a standard and an automatic transmission vehicle.
- Must be able to tolerate the following in a workday: Stand approximately 35%, sit approximately 10 %, walk approximately 55% of the time. Must also be able to lift 20-40 lbs. as necessary, bend and reach overhead, walk up and downhill, and climb up and down steep staircases.
- Hearing: must be adequate to hear and understand conversations in both quiet and noisy environments, both in person and over the telephone.
- Vision: must be adequate to read written text and computer monitors.
- Dexterity and Coordination: arm strength and range of motion that is sufficient to write, lift office supplies, reach and stretch. Finger dexterity and arm-hand steadiness adequate to operate a word processor or telephone.
- Flexibility: necessary to perform such tasks as reaching file drawers, carrying supplies and equipment, kneeling to access objects located at ground level, operating a word processor, climbing over the 3' railing to check on mill operation.