



# Job Description

Position Title: Facilities Assistant (Student Position)

Department: Grey Roots Museum & Archives

Reports To: Facilities Technician

## Purpose

Reporting to the Facilities Technician, the Facilities Assistant Student will aid with the development of Moreston Heritage Village which is especially active in the summer months, participate in automotive, steam and rail restoration projects, and assist with exhibit preparation.

## Responsibilities

- Assist with the facility and grounds keeping in both the visitor areas and the Moreston Heritage Village.
- Assist with Heritage Village construction projects; automotive restoration and small scale train projects.
- Assist with exhibit construction projects; preparation, moving and take down.
- Aid with the maintenance of equipment while working within the limits of his or her individual skill and qualification.
- Gain knowledge in the proper use and maintenance of tools, equipment and other materials, both historic and modern, and using these items to create reproduction pieces, buildings and exhibits.

## Working Conditions

Normal hours of work are 35 hours per week. Flexibility and willingness to work irregular hours on evenings or weekends will be required as determined by the operational hours of Grey Roots. Compensation for the same will be in accordance with County policies.

Work requires bending and lifting, working in confined spaces and the use of a ladder. There is some travel involved and a high degree of personal contact with the public.

## Contacts

### *Internal Working Relationships*

Facilities Manager, Manager of Museum and Archives, Grey Roots Staff and Volunteers.

### *External Working Relationships*

Contractors, the visiting public.

## Knowledge and Skill

- A student, returning to school in the upcoming academic year with interest in the trades or related field.
- Good organizational, time management, communication skills, ability to prioritize, meet deadlines, problem solve, and handle multiple duties and interruptions effectively.
- Ability to operate basic equipment and tools.
- Ability to perform physical labour for grounds maintenance and assist in construction projects.
- Basic knowledge of construction is an asset.
- Maintain a valid G driver's license with a good driving record.

## Impact of Error

Errors within the capacity of the summer student role could negatively impact the perception and confidence in Grey Roots Museum & Archives, its stakeholders and assets.

## How to Apply

The County of Grey is currently recruiting a Facilities Assistant or Co-op Placement to work in the Facilities Department at Grey Roots Museum & Archives for a 16 week contract from May to September.

### **Facilities Assistant**

**(Salary: \$15.74 per Hour)**

**Facilities Department, Grey Roots Museum & Archives**

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

Candidates for the above position(s) are invited to submit their résumé and cover letter by email (in MS Word or PDF format) **by 4:30pm on Thursday, March 11, 2021** to:

### **Kimberly Trombley**

*Administrative Assistant - EcDev. Tourism, Culture*

[Kimberly.Trombley@grey.ca](mailto:Kimberly.Trombley@grey.ca)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

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*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*