



STATE OF COLORADO
invites applications for the position of:

Facilities Grounds - Trinidad History Museum

This position is open only to Colorado state residents.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Trinidad, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 312 East Main Trinidad, CO 81082

SALARY: \$2,974.00 Monthly

OPENING DATE: 07/23/21

CLOSING DATE: 08/08/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and

meaning in our past and to engage in creating a better Colorado. The Trinidad History Museum is located in Trinidad's acclaimed historic district, we offer:

Your choice of one of two strong, secure, yet flexible [retirement benefits](#) including PERA Defined Benefit Plan or the PERA Defined Contribution Plan

Employee wellness programs

[Medical and dental](#) health plans

Paid life insurance plan plus additional optional coverage

Free short-term disability coverage plus optional long term disability

10 paid holidays per year plus paid opportunities to volunteer in the community

Generous paid vacation and sick leave benefits

DESCRIPTION OF JOB:

This full-time position serves to assist the Trinidad History Museum Director with duties related to grounds maintenance, building maintenance, and event preparation.

Duties:

- Maintains lawn, including: mowing, weed, trash and shrub removal
- General tree trimming and tree debris removal
- Repairs and maintains fence
- Repairs and maintain sprinkler system and irrigation systems
- Shovels snow or plow paths
- Maintains gardens, interpretation signs, monuments, and native plant garden
- Collects trash daily
- Maintains outdoor lights
- Monitors building systems
- Cleans bathrooms daily
- Cleans glass in exhibit areas and throughout the building
- Assists with lifting and hanging in the gift shop and around the site
- Repairs as needed, including light plumbing
- Manages and monitors maintenance supplies
- Sets up and tear down tables, tents, chairs for events
- Works during special events to assist with ongoing maintenance needs
- Assists guests with any maintenance needs that occur during the event
- Assists the director by working with contractors, including contacting contractors for quotes, organizing times for contractors to do repair work on site, and serving as a point of contact
- Serves as a liaison with Facilities and Operations staff in Denver
- Assists with day to day operations, including tours and cash register when and if needed

- works with volunteers and interns

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- The position may require evening and weekend hours.
- A condition of employment is the successful completing of a background check.
- Must be able to lift 30-40 lbs repeatedly.
- Must be able to climb ladders.

Preferable:

- Gardening and historic property experience are preferred.

SUPPLEMENTAL INFORMATION:

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or convicted of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GCA-08021_07_21
FACILITIES GROUNDS - TRINIDAD HISTORY MUSEUM
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Facilities Grounds - Trinidad History Museum Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

* Required Question