



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA  
lowell.edu | 928.774.3358

## POSITION ANNOUNCEMENT

### **FACILITIES & GROUNDS MAINTENANCE ASSISTANT**

The Facilities & Grounds Maintenance position is responsible for the upkeep of exterior grounds year round for scientific research sites, office buildings, and public visitor program. This position reports to the Mars Hill Facilities Manager. Physical work is a primary part of the job, primarily outdoors and often in inclement weather.

### RESPONSIBILITIES

- **Snow Removal** -- Road and walkway maintenance – snow removal both manual shoveling and with a truck or tractor, responsible for safety for both public and staff use.
- Landscape maintenance – planting, mowing, irrigation repair, raking, shoveling
- Painting exterior & interior – offices, handrails, curbs, often on ladders and occasionally on scaffolding.
- Performs routine maintenance to equipment used in this position
- Maintain lighting – bulb replacement and cleaning of exterior lighting fixtures.
- Plumbing- basic plumbing clear clogged sinks & toilets, replace toilet flappers.
- Bldg. maintenance- respond to staff request for minor repairs to doors and windows, ect. Change air filters.
- Performs miscellaneous job-related duties as assigned as part of a team and without supervision
- Basic computer skills – email correspondence and recording time

### REQUIREMENTS/QUALIFICATIONS

- Snow Team – on call throughout the winter months
- Ability and willingness to do a wide variety of tasks and learn new skills.
- Timeliness, excessive tardiness or absenteeism will not be tolerated
- Ability to understand written and verbal communications and work independently or as a team following those directions. Understand and enforce safety procedures.
- Ability to operate mowers, tractors, snowplow, leaf blowers, chainsaws, weed-eaters and other related power equipment. Training will be provided.
- Ability to lift and manipulate heavy objects (50lbs or
- Willingness to learn new skills
- **Advanced experience or knowledge in one or more of the follow categories will be a plus: Landscaping, Irrigation, Tree Felling, Carpentry, Construction, Electrical, Plumbing, HVAC. Please be sure to address this in your cover letter.**

## EDUCATION/EXPERIENCE

High school graduate or equivalent is required. Previous experience in facilities and/or grounds maintenance is preferred.

## WORKING CONDITIONS

- Work involves frequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Mandatory – when snow is forecast this position will be on call and may be required to work extra time, on weekends and holidays.
- Considerable physical activity, requires heavy physical work; bending, climbing ladders, lifting, pushing or pulling of objects more than 50 lbs. Physical work is a primary part of the job. Office moves, working with a partner to lift heavy items, involve moving desks and cabinets, can occur several times per year.
- Work environment involves some exposure to hazard or physical risks, which require following basic safety precautions.
- Mandatory - Work may require using a company vehicle to service remote locations, year round. Candidate must have or be able to obtain a valid AZ Driver's license and have an excellent driving record. A Motor Vehicle department background check will be performed annually. Serious violations will be grounds for immediate dismissal.
- No Smoking campus – due to the historic nature of our site all Lowell Observatory grounds and facilities are smoke-free, at all times.

<b>Status:</b>	Regular, Full-time 40 hours a week
<b>Schedule:</b>	40 hours/week; expect more hours during periods of heavy snow. Morning availability required, during periods of heavy snow weekend work is required. Required work day is 7AM- 3:30PM
<b>Compensation:</b>	\$18-\$22/hour. Depends on Experience/Skills; we also pay a bonus of \$4/hr during heavy snow
<b>Benefit Eligible:</b>	Yes*
<b>FLSA Classification:</b>	Hourly, Non-Exempt
<b>Location:</b>	Flagstaff, Lowell Observatory's Mars Hill Campus

### To Apply:

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu) or drop them off at the Lowell Observatory Visitor Center at 1400 W Mars Hill Road, Flagstaff, AZ

- Lowell Standard Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

**The first review of applications will begin on September 26<sup>th</sup>. The position is open until filled.**

\*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

## **Employment is subject to passing a background check**

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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