



## ATLAS COAL MINE NATIONAL HISTORIC SITE

Box 521, East Coulee, AB T0J 1B0

Tel: 403.822.2220

[www.atlascoamine.ab.ca](http://www.atlascoamine.ab.ca)

@atlascoalmine

### Outdoor Collections Technician 2022

#### *Job Description*

This role ensures the smooth operations of the Conservation and Maintenance Department. This role involves a wide range of tasks including washroom cleaning/sanitation, lawn maintenance, pest management, building upkeep, and more. As the Atlas team is small, the Outdoor collections technician may be called upon to assist as needed with public-facing duties. All duties must be performed in compliance with the Atlas' occupational health & safety policies, including our COVID-19 mitigation policies.

#### *Responsibilities:*

- 1) Clean and maintain the Atlas' historic buildings, ensuring they are a welcoming environment for the Atlas' visitors and staff. Including but not limited to mopping, dusting, window washing, sweeping, sanitizing, and painting. All work will be done in compliance with the *Standards and Guidelines for the Conservation of Historic Places* document.
- 2) Clean and maintain the Atlas' historic landscape to enhance visitor experience and visitor/staff safety. Duties include but are not limited to lawn care (including the use of lawnmowers and weed whippers), litter removal, painting, ditch maintenance, and track maintenance. Depending on project requirements, this role may include assisting with in-depth historic building and landscape conservation.
- 3) Assisting in the upkeep of a clean and welcoming workspace, by keeping the work areas and tools clean and ready for the next person.
- 4) Complete work logs.
- 5) Work with plans.
- 6) Maintain both public and staff washrooms in a clean and sanitary manner, strictly following the Atlas' COVID-19 mitigation policies.
- 7) Learn the history of coal mining in the Drumheller Valley, including the work and home life of the miners, the technical operation of the Atlas, and the social context in which the mines operated.
- 8) As we are a small team at the Atlas, assisting others with tasks may be required throughout the job term.

#### *Qualifications, Experience, and Competencies:*

We require at least one year of post-secondary education, preferably in archaeology, museum studies, theatre technician, or a closely related discipline. Basic first-aid certification is required prior to the first day of work. CSA-approved steel-toed footwear is required. A valid driver's license is required. Proof of COVID-19 vaccination (as outlined in Alberta's REP) or valid medical exemption is required prior to commencement of position. A positive, flexible, caring attitude is necessary, and we expect all Atlas employees to take care of themselves, their teammates, and our visitors throughout their work term.

Knowledge in any or all the following would be considered an asset: Parks Canada's *Standards and Guidelines for the Conservation of Historic Places*, basic skills with hand and power tools.

We thrive in a diverse work environment and encourage all qualified applicants to apply.

#### *Work Environment and Compensation:*

The Atlas is an outdoor historic industrial site in a rural location. All site buildings are designated historic resources. Work conditions can be challenging at times, due to the nature of the site and the Drumheller environment (extreme heat during the summer, difficult local terrain, historic buildings). The job requires working over rough terrain, crouching, stretching, and lifting up to 25kg.



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The outdoor collections technician will work a rotating schedule, including weekends. Outdoor collections technician will work 37.5 hours a week, and hours per week will not normally exceed 44.

Rate of pay is \$17.00/hour. The post term is from May 2 through Sept 5, 2022.

This position is funding-dependant and all successful applicants must be eligible for the Young Canada Works in Heritage Organizations program. Eligibility requirements are available here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

To apply, please send a cover letter and resume to Jay Russel (Curator): [recruitment@atlascoamine.ab.ca](mailto:recruitment@atlascoamine.ab.ca). Deadline is: Feb 14, 2022.