

Colorado Mountain College

Position Description

Title: Facilities Maintenance Technician I –Part-time, Max 28 hrs. per week
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$19.86 per hour

Primary Responsibility

Reporting to the Facilities Manager, the Facilities Maintenance Technician I is responsible for performing a variety of duties in the areas of general preventive maintenance, repair, and custodian functions in and around the facilities or grounds, using a variety of equipment. The Facilities Maintenance Technician I generally perform entry level to semi-skilled tasks and duties.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include an Associate's Degree and two years related experience, High School/GED and three years related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Professional training and certifications in the maintenance field desired.

Knowledge, special skills or abilities applicable to this position: experience with electrical, plumbing, refrigeration, locksmith, masonry, painting, carpentry, and/or auto mechanics. Working knowledge of current technology used in facilities maintenance systems, general office equipment and technology, as well as custodial experience is essential. Valid Colorado driver's license is required.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Performs a variety of maintenance, grounds and custodian duties, including trash removal, to maintain offices, facilities, restrooms, public areas and vehicles in working, clean and orderly condition.
2. Maintain and repair campus buildings, utilities, vehicles, equipment and grounds.

3. Maintain, troubleshoot, and repair mechanical and electrical equipment including plumbing and pipe-fitting, heating, air control, and filtration systems and equipment.
4. Provide lock-smith services.
5. Perform carpentry services including repair.
6. Maintain, repair and restore structures, woodwork, doors, windows, counters, cabinets, and flooring; interior and exterior painting, assist in completion of new construction and remodeling.
7. Assemble, install, relocate, repair and replace appliances, fixtures, equipment and furnishings.
8. Perform snow removal from structures, walkways, and parking areas.
9. Mow, control weeds and perform landscaping and other grounds keeping duties.
10. Installation, service and maintenance of irrigation systems and related duties.
11. Provide custodial services, including general cleaning and trash removal.
12. May perform manual labor such as digging, shoveling, planting, and other facilities and grounds duties.
13. Maintain campus motor pool, including minor maintenance, repair and scheduling use.
14. Maintain records, inventory, and supplies.
15. Provide for safety and security of buildings.
16. Develop and maintain cooperative working relationships with campus administrators, faculty, staff and students, as well as contractors/vendors and the general public; provide site information.
17. Participates in campus and college committees, such as search committees, planning processes, and others as assigned or requested.
18. Provide on call service as needed.
19. Sets up classrooms, meeting rooms and events.
20. Performs all work in accordance with sustainability, energy management, and recycling plans, procedures and policies.
21. Perform other duties as required.

Supervision Received

This position reports to the Facilities Manager.

Supervisory Responsibility

This position does not supervise other staff but may serve as a lead to others at times.

Special Conditions of Employment

Successful completion of a background check including motor vehicles record check will be required. Position may require evenings, weekends, holidays and on-call duty. Incumbents in this position will be required to have or obtain and maintain a Colorado driver's license and adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

May require varying work schedule, including evening and weekend hours, holidays and potentially on-call duty; exposure to inclement weather and other potentially hazardous working conditions in construction and maintenance environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant standing and/or walking; occasional sitting and driving; frequent climbing and balancing; constant stooping, kneeling, bending; frequent squatting, crawling, pushing/pulling; constant handling objects, reaching with hands/arms, using finger movements; frequent lifting, carrying, pushing/pulling up to 50 lbs., and frequently to occasionally more than 100 lbs.; ordinary talking, hearing and vision capabilities; frequent reading/comprehending, writing and performing calculations; constant communicating orally, reasoning and analyzing; frequent work near moving mechanical parts, in high, precarious places; frequent exposure to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, work with machinery, and risk of electrical shock; and occasional vibration; and loud noise; driving licensed and unlicensed vehicles.

Work is performed using a computer and a variety of skilled trade tools and motorized equipment daily; and cleaning and housekeeping tools and equipment frequently.

HR Reference Information:	
Position group and code:	Staff 811000
Date of review:	08272019 7012022

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.