

Colorado Mountain College

Position Description

Title: Facilities Maintenance Technician II
FLSA Classification: Non-Exempt (Hourly)
Hiring Salary Range: \$49,873.76 - \$55,415.40 (\$23.98- \$26.64 per hour)

Primary Responsibility

Reporting to the Facilities Manager, the Facilities Maintenance Technician II 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 II performs a wide variety of maintenance tasks, including semi-skilled and skilled. This position may serve as a specialist or point person in area of expertise and will serve as back up to the Facilities Manager when needed.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, such as an Associate's Degree and three years related experience, High School/GED and four years related experience, or equivalent education and experience.

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. Experience leading projects and other team members a plus.

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. May help train other employees and mentor less experienced team members.
2. Serves as a back up to the Facilities Manager when needed.
3. May serve as a lead or point person on designate projects or functions.

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

Supervision Received

This position reports to the Facilities Manager.

Supervisory Responsibility

This position may serve as a lead to others and may serve as back up to the Facilities Manager at times.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report 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.

As part of the job responsibilities, this position requires the employee to be on call and available via their cell phone. This position requires all employees to own an Apple iPhone or Android-based smartphone running a current, supported version of iOS or Android operating system. The device and supporting service must be capable of running various line-of-business apps and websites. Some of these apps and websites include but are not limited to the order management system, building automation system, and security systems. The smartphone is also needed for on-call availability, for example CMC staff/faculty, state inspectors, contractors, and vendors to be able to reach the facilities personnel during business hours to coordinate deliveries, safety concerns, and communication for construction updates.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

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 @110
BLS SOC	49-9098
Cornerstone ID	FMT2
Date of review:	07.01.2021; 2022 COLA added 7.5.22, 23CUPA 041123; COLA 07072023

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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.