



Maintenance Technician Job Description

Title:	Maintenance Technician
Immediate Supervisor:	Parks and Facilities Manager
Department:	Maintenance
FLSA Status:	Full Time; Non-Exempt
Work Hours:	Hourly; As Assigned
Hiring Range:	\$17.17 - \$ 23.83/hr.

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District to outline the basic requirements, duties and general responsibilities of the position of Maintenance Technician. This position is “at will”, which means the District may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

Position Summary:

Under direct supervision, the Maintenance Technician is responsible for providing maintenance of parks, facilities, irrigation, open space and landscaping. This entry level position is also responsible for performing general maintenance and repairs in areas including: parks, trails, recreational facilities, landscaping, buildings and other District assets as assigned. The Maintenance Technician is responsible for operating and maintaining power tools, equipment, light machinery and light duty vehicles. May perform lead technical and functional oversight of seasonal park maintenance staff.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Maintenance Technician position and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required in assisting and obtaining organizational goals and objectives.

1. Perform skilled and semi-skilled tasks using safe working methods and techniques guided by established procedure and protocol;
2. Follow oral and written instructions.
3. Interpret and apply the policies, procedures, laws, codes and regulations pertaining to park and facility maintenance;
4. Basic record keeping and reporting; order parts and materials in a timely manner;
5. Respond to public inquiries in a courteous manner;

6. Safely operate power tools, equipment, light machinery, light duty vehicles including push mower, weed trimmer, blower, chain saw, tractor, utility vehicle, ATV equipment, riding mower, paint equipment, and hand tools;
7. Knowledge or background in turf care, ball field prep and maintenance, irrigation, mowing, trail maintenance, plant and flower care, tree care, weed spraying, planting and snow removal;
8. Perform preventive maintenance as required for buildings, facilities and parks, including trade knowledge of plumbing, irrigation, electrical, carpentry and HVAC systems;
9. Removes trash from park grounds and right of ways, performs cleaning and general upkeep of outdoor facilities;
10. Work requires timely response to park and maintenance situations as they arise;
11. Demonstrates initiative that supports the Districts vision, mission, and value statements;
12. Demonstrates comprehensive knowledge of, and compliance with the District's rules, policies, and procedures, as contained in the District's handbooks and manuals;
13. Perform other duties as assigned by supervisory staff.

Mandatory Qualifications and Requirements:

1. Must be 18 years of age;
2. Possess a high school diploma or GED;
3. Possess at the time of hire/promotion or obtain within 90 days and maintain a valid AED, adult and child CPR and First Aid certifications;
4. Possess and maintain a valid Colorado Driver's license with a good driving record;
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job;
6. Shift availability considerations:
 - a. Works early morning, evening, split-shift, and/or weekend shifts
 - b. Works a variety of shift times; covers shifts on short notice
 - c. Works in other departments as needed;
7. Documented training or experience pertaining to primary duties list.

Desired Qualifications and Requirements:

1. Ability to write, read, speaks and understands the Spanish language;
2. Experience with Microsoft Word and Excel.
3. Experience with Maintenance Management Systems.

Working Environment/ Physical Requirements:

This position involves a substantial amount of physical indoor and outdoor work in and around the District's facilities and premises, but also will involve some administrative work in an office environment.

1. Frequent physical activity is required; lifting 50-75 lbs. frequently, and in excess of 100 lbs. on occasion; work with hands above shoulder height with up to 40 lbs., push and pull heavy weights in excess of 100 lbs. on a regular basis;
2. Some sedentary office work performing routine administrative matters may be required; sitting at a desk for periods of time, working for extended periods on a computer, talking on the telephone; indoor environment with high temperatures, humidity, moisture and noise;
3. This position may require standing for an extended period of time, and walking, kneeling, sitting, climbing, bending, twisting, stooping/bending, lifting, pushing, pulling, pinching, gripping, reaching over head, reaching away from body, working at various heights, confined spaces and repetitive motion;
4. Working in all weather conditions; Tasks may be performed under hazardous conditions, including but not limited to slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places and confined spaces;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. This position will involve periods of high mental and/or emotional stress;
7. Work may result in exposure to:
 - a. Gases, fumes, odors, mists and dusts from fertilizer, herbicide, pesticides and other hazardous materials requiring wearing of appropriate protective equipment/clothing; applications;
 - b. Dust, pollen, mold, dirt and weeds; Possible interaction with bees, insects, snakes and other wildlife;
 - c. High noise levels requiring the wearing of hearing protection.