

## JOB DESCRIPTION-MAINTENANCE TECHNICIAN (February 2016)

### **Position Summary**

The CRMS Maintenance Department is service oriented in support the school's educational programs. Responsibilities include the routine maintenance, inspection, repair, replacement, removal, and relocation, of all buildings, grounds (including the ranch), vehicles, and equipment belonging to CRMS.

CRMS maintenance staff members routinely interact with students, parents, and a host of other community members.

### **Supervisory Relationship**

Position reports directly to the Director of Buildings & Grounds.

### **Minimum Requirements to be considered for this position**

Three years of experience routinely performing one or more, in combination, of the duties listed below under Job Responsibilities. Specialization in one or more Job Responsibilities may also be required depending on the current needs of CRMS which are subject to change.

Must possess basic computer skills including spreadsheet, word processing, and communication using email.

Must possess valid driver's license issued by the State of Colorado.

Must be able to operate large motor vehicles and machinery including trucks, skidsteer, farm tractor/equipment.

**Employment conditional on satisfactory completion of background check including criminal and motor vehicle. Motor vehicle record must satisfy requirements of CRMS insurance.**

### **FLSA Status**

This position is not exempt from overtime requirements under the Fair Labor Standards Act.

### **Physical Requirements**

Sit for extended periods; frequently walk, stand, or crouch for extended periods on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, plant and/or building material, and soil; physical ability to routinely lift and carry objects weighing up to 50 pounds (occasionally greater than 50 pounds); physical ability to lift and carry objects weighing up to 150 pounds with assistance; sufficient manual dexterity and eye-hand coordination to use a variety of tools, machinery and equipment; corrected hearing and vision to normal range; verbal communication.

## **Job Responsibilities**

Specific duties may include, but are not limited to the following:

- Ensure physical custody and security of Maintenance tools, vehicles and equipment
- Maintain HVAC systems and/or assist HVAC contractors with access to equipment. Maintenance staff are not to call contractors for service without first receiving approval from the Director of Buildings and Grounds or the Director of Finance
- All aspects of lawn care including operating riding mowers, push mowers, weed trimmers, aerators and weed sprayers
- Maintain and repair irrigation system, including digging up lines, repair and replace pipe, sprinkler heads etc.
- Maintain small engine equipment
- Assist in pest control (nest or hive removal, applying bird netting, setting mouse traps etc.)
- Painting of all buildings, inside and out, including faculty units
- Working on ladders and scaffolding where required, occasionally operating a powered man lifting device
- Operating chain saws, trimming and removal of trees
- General maintenance repairs such as drywall repair, light fixture trouble shooting and replacement, door repairs, plumbing repairs, screen repairs and various types of building or roofing repairs
- Safely operate power tools such as drills, saws, sanders, nail guns etc. (maintenance personnel are required to use the appropriate personal safety devices such as safety glasses, gloves ear plugs etc.)
- Construction work such as framing, drywall installation, siding, replacing windows and roofs, construction of decks etc.
- Repair and/or replace sinks, faucets, toilets, urinals, water heaters, appliances, cabinetry etc.
- Repair, replace or add lights, switches, receptacles and other light electrical work
- Perform snow removal, including evenings and weekends as required
- Keep all walkways free of snow and ice using salt, shovels, snow blowers, ice chippers and/or road base
- Recognize and remedy safety issues such as areas that could be a slip, trip or fall hazard, a fire hazard, or anything that could pose a danger to students, faculty or staff at the school
- Maintain fire alarm, fire suppression, and safety systems (including routine inspections and responding to alarms)
- Perform vehicle repair and maintenance
- Purchase items needed to perform this position only with advance approval of the Director of Buildings & Grounds or Director of Finance. Shop for the best prices.
- Assist with freight deliveries
- Assist with Housekeeping needs such as mopping/sweeping/waxing floors, cleaning windows and doors, tidying up spaces as needed
- Assist with public events on campus

- Perform lock repairs or replacement as needed
- Respond to emergencies if needed
- Occasionally work with students to help achieve their project goals or during work crews
- Maintenance personnel are required to carry a radio or cell phone at all times while on campus
- Will be required to be on call for snow removal during the winter months
- Will be required to be flexible in the ever changing needs of the Maintenance Department as the campus grows and goes through changes
- Any other duties assigned

**NOTE:** Nothing in this job description restricts the ability of CRMS to assign, reassign, or eliminate duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time due to reasons deemed appropriate by CRMS.

#### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff, students and the public.