



Job Description
Facilities Technician
FLSA Status Part-Time

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

General Statement of Duties: Facilities Technician is responsible for building and grounds maintenance part-time approximately up to 28 hours per week. Daytime hours Monday-Friday for the Eaton Area Park and Recreation District.

Supervision Received: Works under the direction of the Facilities Division Manager.
FLSA Status: Non-Exempt
Hourly Wage: \$14.81/Hr. Part-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for regular maintenance, including scheduled deep cleaning, as well as performing some minor maintenance tasks consisting of basic carpentry, plumbing, painting, drywall, and minor repairs to the facility.
- Operates all exterior maintenance equipment including skid steers, tractors, spreaders, pressure washers, self-propelled mowers, line trimmers, lawn edger, blowers, aeration equipment, and other hand and power tools used for trimming and pruning. Assists with graffiti removal. Plans, designs, layouts, and stripes parking lots, playgrounds, and athletic fields. May be required to apply herbicides and fertilizer under the license of the Spray Technician and or Site Maintenance Lead. Emptying of trash and cleanup of trash on all exterior grounds.
- Inspects and maintains grounds, including athletic fields, playground equipment, parking lots, fences, irrigation systems, and exterior operations related structures, to ensure all exterior operations maintenance is performed in compliance with all District quality standards, safety practices, policies, and procedures.
- Interior custodial may be required, along with event set up.
- Performs snow removal with duties including the operation of plow equipment. Hours may include nights, weekends, working overtime and possible returning to work after a regular scheduled shift.
- All other duties as assigned.



QUALIFICATIONS:

Education and Experience:

- Must be at least 16 years of age.

Necessary Knowledge, Skills, and Abilities:

- Ability to work Monday-Friday. Occasional weekends and holidays during the spring, summer and fall sport seasons and tournaments. Also early AM hours for snow removal.
- Self-motivated and ability to work with little supervision.
- Knowledge of landscape principles and practices including the maintenance of trees, shrubs, and ground covers.
- Knowledge of landscape maintenance related structures including athletic fields, playground equipment, shelters, sidewalks, and planters.
- Proficient skills and knowledge of all grounds related to power equipment and specialized hand tools.
- Ability to perform math computations needed in trade including metric/English conversions.
- Capable of working in harsh weather conditions.
- Ability to perform physical labor for extended periods of time.

REQUIRED KNOWLEDGE AND SKILLS:

- Valid Colorado driver's license with acceptable driving record for the past three years.
- Excellent communication skills and positive attitude.
- This position is subject to the Drug and Alcohol-Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

EQUIPMENT AND VEHICLES USED:

- Employee will be required to operate District vehicles. All applicants are required to submit a motor vehicle record with application. A driver's license must be maintained as a condition of continued employment. Employees must maintain a driving record which meets the standards of the District insurance policy.



WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to fifty pounds.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Facilities Technician job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): _____ Date: _____

Signature: _____