



Facilities Maintenance Technician Job Description

Title: Facilities Maintenance Technician
Reports to: Operations & Programs Coordinator
Status: 20 Hours Per Week/Part-time Non-Exempt
Rate of Pay: \$18.50 per hour

Mission: We strengthen our community with services that empower people.

Vision: Inspiring Hope, Resilience & Independence.

Scope: Mountain Resource Center is a community-based non-profit organization that provides bundled services and integrated case management to families in need. Our “Inspiring Hope, Resilience & Independence” vision provides accessible health and human services to people living in Conifer, Evergreen, Bailey, and surrounding communities in order to foster more self-reliant and healthier lives.

Position Summary: The Facilities Maintenance Technician is responsible for the repairs and maintenance for all Mountain Resource Center (MRC) facilities and helps to resolve emergency situations that affect the ability to open for business. This position is also responsible for overseeing our fleet of vehicles. There may be times when special projects are given to this position for completion.

Essential Functions

- Act as the primary contact for all personnel for any building issues, e.g., climate control, odors, smoke, spills, damage, emergencies, and repairs.
- Observe, record, and report unsafe working conditions.
- Make minor plumbing repairs and determine when a licensed plumber is required.
- Perform basic electrical work and determine when an electrician is required.
- Solicit bids and quotes from vendors.
- Coordinate vehicle maintenance (oil changes, tire rotations, emissions, etc.).
- Perform general maintenance on vehicles and/or schedule appointments, as necessary.
- Ensure procedures and paperwork are being completed per MRC Transportation Handbook.
- Manage required paperwork in coordination with supervisor.
- Coordinate and maintain vehicle use requests and MRC vehicles calendar.
- Ensure that vehicles are maintained in good, clean condition.
- Communicate with Food Share Market Driver and staff regarding vehicle performance, upkeep, and related items.
- General groundskeeping tasks such as mowing, light pruning, weed removal, debris removal, snow shoveling, applying ice melt, etc.
- Janitorial duties in buildings (cleaning restrooms, mopping floors, vacuuming, kitchen clean up, garbage removal, window washing as needed, etc).

- Monitor and replace light bulbs as needed.
- Hang pictures and shelving as needed.
- Dismantle and install furniture as needed.
- Transport goods or equipment as assigned.
- Train as back up driver for Food Pantry Operations (FBR and mobile sites).
- Assist with unloading food deliveries as needed.
- Organize storage unit/closets and sort through items.
- Participate in professional development.
- Attend All-Staff Meetings.
- Perform other duties as assigned.

Monthly and seasonal functions:

- Perform fire suppression water pump test and measure cistern water level monthly.
- Fire Suppression: Inspect ceilings and sprinkler heads for leaks.
- Furnace rooms --- make sure area is free of combustibles per fire code.
- Install new furnace filters every 3 months.
- Coordinate snow removal as needed.
- Assist with annual shredding event, and the purging of unwanted furniture/items.

Annual Fire Suppression Inspections:

Coordinate annual inspections for the following:

- Fire suppression pump inspection.
- Fire alarm inspection.
- Fire extinguishers inspection.
- Fire inspection of MRC HQ facility.

Knowledge, Skills, Abilities and Accountabilities

The Facilities Maintenance Technician demonstrates the following:

- Ability to apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction.
- Follow safety standards in working with tools and equipment.
- Distinguish frequencies, sounds, colors, odors in the operation of equipment in order to trouble shoot for repairs.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Organization and attention to detail.
- Ability to follow through with assigned duties.
- Strong communication skills, both verbal and written.
- Ability to multi-task, problem solve, and work in a team
- Willingness to accept feedback and adapt accordingly.
- Flexibility and ability to adapt to changing circumstances.
- Willingness to be flexible with work schedule.
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others
- Understanding and agreement to follow all policies, procedures & protocols of Mountain Resource Center.

- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse.
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers.

Required Qualifications

- One year of experience in building and mechanical equipment maintenance and repair.
- Must be at least 18 years of age.
- Proof and maintenance of proper legal authorization to work in the United States.
- Valid CO driver's license and proof of current auto insurance coverage.
- Proof of vaccination for COVID-19.

Preferred Qualifications

- Experience with automotive maintenance, management, or similar.
- Good skill in the use of hand and power tools.
- High school diploma or GED.

Compensation and Benefits

- Generous Paid Time Off
- Paid Sick Leave
- Short-term and long-term disability
- Life insurance benefits
- Retirement SIMPLE IRA with match

To Apply:

Please send resume to Chris at chris@mrcco.org. No phone calls please.

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on:

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities
•Achieving equitable outcomes for all communities •Supporting and encouraging personal and professional growth •Cultivating diversity •Valuing individual stories***