



HYLAND HILLS

Park & Recreation District

POSITION OPENING

Maintenance Technician II – Ice Centre

Full-Time Position

Salary Range: \$37,100.00 – \$51,900.00 per year

QUALIFICATIONS

Hyland Hills Park & Recreation District is looking for a highly motivated individual to join our team. Position requires a high school diploma or equivalent. Minimum of 3 years' experience in building and equipment maintenance. Must have a valid Colorado driver license with a good driving record.

JOB FUNCTION

The Maintenance Specialist II provides facility and equipment maintenance at the Ice Centre. This position works closely with Ice Centre management to provide general maintenance, preventive maintenance, and semi-annual maintenance on all HVAC equipment, refrigeration system equipment and ice resurfacing equipment.

JOB DESCRIPTION

See attached job description detailing work environment and essential duties.

BENEFITS

Medical, dental, vision, life insurance, AD&D, LTD insurance, flexible spending account, paid vacation leave, sick leave, personal leave, paid holidays and 401(k)-retirement plan.

APPLICATION REQUIREMENTS

A Hyland Hills Park & Recreation District **application and a current resume are required** – incomplete or missing applications/resumes may not be reviewed.

The required District application may be found on our website at www.hylandhills.org

Submit to: Hyland Hills Park & Recreation District, 8801 N. Pecos Street, Federal Heights, CO 80260, Attn: Human Resources; or sent via email to hr@hylandhills.org or faxed to 303-650-7594

APPLICATION DEADLINE

This position is open until filled.



HYLAND HILLS

Park & Recreation District

JOB DESCRIPTION

Title of Position: Maintenance Technician II

Department: Ice Centre

Reports To: Director of Ice Centre

Dated: May 2021

Fair Labor Standards Act: Exempt Non-exempt

General Summary:

The Maintenance Specialist II provides facility and equipment maintenance at the Ice Centre. This position works closely with Ice Centre management to provide general maintenance, preventive maintenance, and semi-annual maintenance on all HVAC equipment, refrigeration system equipment and ice resurfacing equipment.

Essential Duties & Responsibilities:

1. Responsible to identify maintenance needs through inspecting and proceeding to clean, lubricate, tighten, adjust, and replace worn or damaged parts.
2. Performs routine year-round maintenance at Ice Centre, which includes but is not limited to: painting, roofing, dry wall, tile, carpet, concrete, replace doors, windows, handles, locks, motors, belts, hinges, etc.
3. Performs routine seasonal preventive maintenance tasks to include, but is not limited to: turning on/off electrical breakers, water service, gas service, checking faucets, stools, urinals, and lavatories, inspecting and servicing motors, belts, fans, heaters, air conditioners, cleaning sewer lines, drains, vents, filters, etc.
4. Responsible to work on all Ice Centre projects as assigned, including ice maintenance and ice painting as required to keep ice surfaces in top condition.
5. Responsible to work on building structures to include, roofs, walls, ceilings, windows, doors, floors, foundations, systems and infrastructure.
6. Assists in the purchase of materials for maintenance and capital improvement projects for the Ice Centre.
7. Operates mechanical equipment, including but not limited to the Zamboni, ice edger, etc.
8. Operates hand and power tools, including but not limited to skill, table and concrete saws, sander, grinder, sprayer, drill, etc.
9. Coordinates with the Assistant Manager yearly inspections and maintenance of fire panel, fire extinguishers, elevator, sprinkler system, and back-flow devices.
10. Responsible for dissemination of information to staff members regarding building evacuation procedures for both staff and the general public.
11. Performs major and minor mechanical repairs to equipment to complete assignments, and cleaning of equipment and tools.

12. Assists in performing tasks to solve all daily call-in maintenance problems. Typical problems include broken locks, doors, water lines, plugged stools, leaking faucets, light bulb replacement, graffiti on buildings, problems with motors and belts, filters on heating and air conditioning units, lighting pilot lights, etc.
13. Performs emergency repairs at Ice Centre.
14. Assist in the purchase of all materials to solve the daily call-in and emergency maintenance problems.
15. Assist with training and guiding part-time Zamboni drivers and those responsible for ice maintenance.
16. Handles facility maintenance complaints as directed and assigned.
17. May attend training sessions, workshops, staff meetings, and conferences as assigned.
18. Works periodically on special projects as assigned which may be outside of the Ice Centre Department.
19. Performs all functions in a customer service-oriented manner.
20. Must work without direct supervision, and with a great deal of autonomy.
21. Assists with custodial duties as needed; performs all other duties as assigned.

Knowledge, Skills, and Abilities Required:

1. Should understand basic refrigeration knowledge and have the aptitude to be proficient in servicing and troubleshooting ice systems.
2. Ability to communicate effectively verbally and in writing.
3. Ability to work under minimal supervision and assume responsibility for task initiative and completion.
4. Ability to establish and maintain effective working relationships with other District staff and the general public.
5. Ability to make sound decisions and use good judgment in stressful situations.
6. Ability to supervise different types of personnel (community service workers, part-timers, etc.)
7. Must be able to work well with supervisor, fellow employees and the general public.

Working Environment/Physical Activities:

1. Must be able to lift 75 pounds.
2. Must be able to work at heights of 50 – 60 feet.
3. Must be able to work flexible hours and weekends on a limited basis.
4. Must be able to work at indoor and outdoor locations.
5. Environmental conditions encountered will include noise, fumes, odors and cold temperatures.
6. Will be required to work nights and weekends.

Education/Experience:

1. High School diploma.
2. Minimum of three years experience in building and equipment maintenance.
3. Additional training/education in skilled trades in building and equipment maintenance is preferred.
4. Must possess current and valid Colorado driver's license.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.