



# HYLAND HILLS

## *Park & Recreation District*

### POSITION OPENING

#### **Facilities Maintenance Tech III**

Full-time Position

Salary Range: \$44,100 - \$61,700 per year

#### **JOB DESCRIPTION**

See attached job description detailing work environment and essential duties.

#### **ABOUT HYLAND HILLS PARK & RECREATION DISTRICT**

Hyland Hills Park and Recreation District, established in 1955, has the honor of being the first park and recreation district in the State of Colorado. Today, Hyland Hills serves nearly 110,000 residents in a 24 square mile area located in southwest Adams County and including: the areas of Westminster and Arvada located in Adams County; parts of Northglenn, Thornton and unincorporated Adams County; and the City of Federal Heights.

#### **BENEFITS**

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

#### **APPLICATION REQUIREMENTS**

A Hyland Hills Park and Recreation District application and a current resume are required – incomplete or missing applications/resumes may not be reviewed. Please include an email address for communication purposes.

The required District application may be picked up & returned to the address listed below or found on our website at [www.hylandhills.org](http://www.hylandhills.org)

Submit to [hr@hylandhills.org](mailto:hr@hylandhills.org) or mail to Hyland Hills Park and Recreation District, 8801 N. Pecos St., Federal Heights, CO 80260, Attn: Human Resources

#### **APPLICATION DEADLINE**

This position will remain open until filled.



# HYLAND HILLS

## *Park & Recreation District*

### **JOB DESCRIPTION**

**Title of Position:** Facilities Maintenance Tech III

**Department:** Parks

**Reports To:** Maintenance Manager

**Dated:** November 2021

**FLSA:**  Exempt  Non-exempt

**Salary Range:** \$44,100 - \$61,700 per year

#### **General Summary:**

Under the supervision of the Facilities Maintenance Manager, this position is responsible to perform proficiently in multiple types of skilled construction work and building maintenance: such as carpentry, electrical, plumbing, HVAC, painting, etc. This position performs at a high level of expertise in all aspects of general handyman duties; maintains all District facilities and works on capital improvement projects and other construction projects, as assigned.

#### **Essential Duties & Responsibilities:**

1. Performs skilled and semi-skilled building construction and maintenance duties of all District facilities, which includes but is not limited to: painting, roofing, dry wall, tile, carpet, concrete, replacing doors, windows, screens, handles, locks, hinges, etc.
2. Performs routine opening and closing seasonal preventive maintenance tasks to include turning on/off electrical breakers, water service, gas service, checking faucets, urinals, lavatories, inspecting and servicing furnaces, air conditioners, cleaning sewer lines, drains, vents, filters, etc.
3. Responsible to work on building structures to include roofs, walls, ceilings, windows, doors, floors, foundations, systems, and infrastructure. Selects the materials to meet appearance and specified requirements; may work from blueprints and rough sketches.
4. Assist Electricians with minor installation and maintenance of electrical equipment such as switches and outlets.
5. Responsible for planning and organizing preventative and corrective maintenance of building functions which are necessary in maintaining the HVAC systems and properties in an operative and safe working condition.
6. Performs operations incidental to any type of maintenance painting to meet specifications. Uses manual or mechanical means; assembles scaffolding, prepares surfaces and mixes ingredients properly.
7. Operates mechanical equipment including but is not limited to vehicles, trucks with trailers, jackhammer, air compressor, tractors, trencher, etc.
8. Responsible to maintain a variety of equipment used in all phases of construction.

9. Responsible to repair playground equipment to ensure that all equipment is properly maintained and complies with safety standards.
10. Operate trucks and other vehicles when necessary to transport equipment from one location to another within the District.
11. May provide functional supervision to seasonal or contract labor.
12. Assist other staff members in completion of assigned tasks and projects throughout the District, including duties on the parks side which include mowing, irrigation projects or helping the mechanic with maintenance and repairs of vehicles and equipment.
13. Other closely related duties as assigned.

**Knowledge, Skills, and Abilities Required:**

1. Requires personal knowledge and skill in handling lumber, masonry, concrete, mortar, flashing, wall and floor coverings, framing, duct work, foundation work, dry wall construction, painting, plumbing, HVAC, cabinetry, wood working, ceiling tile, drinking fountains, window coverings, etc.
2. Must have knowledge of building codes, safety measures, tools, methods, and materials used in basic construction and building maintenance work.
3. Must have ability to follow oral and written directions.
4. Must have the ability to communicate effectively verbally, in writing and through a computer maintenance management software program.
5. Must have the ability to work under minimal supervision and assume responsibility for task initiative and completion.
6. Must have the ability to establish and maintain effective working relationships with other District staff and the public.
7. Must have the ability to make sound decisions and use good judgment in stressful situations.
8. Must have the ability to learn the use and operation of any equipment necessary for the performance of duties as designated by the supervisor.
9. Must be able to work more than 40 hours per week or on a flex schedule as required, but particularly from April through October.
10. Must be willing to improve skillset and knowledge by continuing education and learning from others.

**Work Environment/Physical Activities:**

1. Must be able to lift 50 pounds.
2. Must be able to work flexible hours and weekends on a limited basis.
3. Must be able to work at indoor and outdoor temperatures, with extreme heat & cold.
4. Environmental conditions encountered will include noise, fumes, odors and dust.
5. Must be familiar with construction sites and the risks associated therein.
6. Must work without direct supervision and with a great deal of autonomy.

**Education/Experience:**

1. High School diploma or equivalent.
2. Minimum of three years' experience in building construction/parks maintenance.
3. Must possess valid Colorado CDL driver's license or have the CDL within six months of employment.
4. Must have or obtain a Certified Playground Safety Inspector Certification (CPSI) within six months of employment.
5. Knowledge of loader and backhoe operation is preferred.

**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.**