



Colorado Chautauqua Association

Position Description

September 2018

Facilities Technician – Night Shift

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration and the arts. Historic significance, traditions, cultural relevance, respite and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Description

The Facilities Technician is a full-time, benefited, non-exempt position. Under general supervision, this position performs a variety of small repair/maintenance tasks and provides nightly campus safety surveillance. The role is specifically designed to deliver exceptional customer service to Chautauqua's guests during evening and nighttime hours. Some holiday work is required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

Major Duties and Responsibilities

The Facilities Technician is responsible for performing daily and routine as well as semi-annual repair, maintenance and preservation of the facility, including but not limited to, the following:

- Proficiently performs various semi-skilled tasks associated with accepted practices for building preservation and maintenance programs including minor carpentry, plumbing, electrical, HVAC, roofing, painting, etc.
- Responds and communicates promptly and effectively to front desk requests for various facility related repairs and guest service deliveries.
- Performs nightly campus safety tours to monitor and enforce quiet hours and ensure compliance of Chautauqua rules and regulations.
- Fully utilize work order system to ensure that work orders are addressed quickly and efficiently, update status and note actions taken to close out individual work orders.

- Assist Housekeeping with keeping trash areas clear of trash and other debris. Check that lids are securely placed on top of receptacles and that gates to trash area are securely fastened, to check bear-proof receptacles are emptied and that lids are securely fastened.
- Work from technical drawings, sketches, and verbal/written instructions.
- Look at all repair and maintenance projects with a preventative mentality. Remains alert to facility conditions and/or the occurrence of events on property which indicate misuse and/or create a necessity for repairs.
- Contribute recommendations for improving work methods, safety, materials and tools.
- Maintain record of work performed for accurate time sheet accounting.
- Assure a clean, well-organized, safe, secure and efficient work environment in the shop area and other work sites and performs routine maintenance on tools and equipment as required.
- Take property safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents. Responsible for safety of self, co-workers, guests / visitors, materials and equipment, and uses all required safety equipment.
- Assist with snow removal, including weekly on-call rotations during winter months.
- There may be times that other projects are assigned above and beyond the scope described above.

Reporting Relationships

Reports to the Facilities and Preservation Manager

Required Qualifications

Education

High School Diploma

Experience

2-5 years solid all-around handyman experience with historic preservation (renovation and restoration) preferred, or equivalent experience in directly related capacity.

Technical Skills

Willingness to embrace, learn and apply new and current technology. Basic knowledge and use of Microsoft Office Suite, specifically Word, Excel and Outlook.

Physical Requirements

Duties require lifting, pushing, pulling, and/or carrying of objects weighing up to 100 pounds, and frequent lifting and/or carrying objects weighing up to 75 pounds. Must be able to climb stairs and ladders as well as navigate the site which has a 200-foot elevation change and work outdoors year-round in all types of weather conditions.

Other Requirements

- Must possess and maintain a valid Colorado driver's license.

Behavioral Traits and Attitudes

- Strong ability to work independently

- Demonstrates interpersonal skills and ability to listen and communicate well with staff and guests
- High energy team player with a positive, can do attitude
- Strong decision-making skills
- Tenaciously tracks and follows-up on details
- Results oriented, able to meet deadlines
- Comfortable with fast moving, dynamic environment, flexible and able to accommodate changes in the organization's needs
- Demonstrates a strong customer service orientation

Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.