

Fraser Valley Metropolitan Recreation District
P.O. Box 3348
Winter Park, CO. 80482
970-726-8968
970-726-4034(fax)



POSITION TITLE: Facilities Maintenance Coordinator
CLASS: Full-time
PAY TYPE: Non -Exempt
PAY RANGE: \$12.00 - \$18.00
REPORTS TO: Facilities Maintenance Manager

GENERAL STATEMENT OF DUTIES: This position is responsible for coordinating and performing the general custodial, maintenance and repair of FVMRD owned buildings and facilities.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be allinclusive. The FVMRD reserves the right to modify or change duties or essential functions of this job at any time.

- Understand and manage maintenance of all district-wide facilities and their equipment.
- Assists with district-wide facility preventative maintenance program.
- Maintains a variety of records and information related to facilities and their operations.
- Recommends purchase of materials and supplies needed for building maintenance.
- Participates and coordinates daily general maintenance and emergency repair.
- Assist in the preparation and administration of annual budget.
- Performs other related duties and assignments as required and assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Basic computer knowledge.
- Ability to read and interpret construction documents and operations and maintenance manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, board members, staff, officials, instructors, suppliers and vendors.
- Knowledge of safety policies, procedures, and practices.
- Knowledge of methods, materials, practices and equipment generally used in the construction, repair and maintenance of buildings and facilities.
- Knowledge of electrical, plumbing, security and HVAC system construction, repair and maintenance.
- Knowledge or experience with pool operation.
- Knowledge of and ability to perform basic calculations.
- Criminal background check authorization.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends and holidays if necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or G.E.D. equivalent required
- Minimum of one year facility maintenance or related experience.
- Aquatics Facility Operation (AFO) Certification or Certified Pool Operator (CPO) preferred.
- Must possess, or be able to obtain within, CPR, First-Aid, AED certifications (training can be provided).
- Must possess, or be able to obtain within 90 days, a valid Colorado driver's license.