

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



POSITION TITLE: Facilities Maintenance - Attendant
CLASS: Part-time
PAY TYPE: Non – Exempt
PAY GRADE: 30
PAY RANGE: \$15.00 - \$20.00 per hour
SUPERVISOR: Facilities Maintenance Manager

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Responsible for a wide variety of custodial duties in order to provide a sanitary, safe, and attractive environment. May be required to work at multiple facilities, including the Grand Park Community Recreation Center, The Foundry Cinema & Bowl, Pole Creek Golf Club, and the Fraser Valley Sports Complex.

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

- Clean and sanitize facility areas, including restrooms, using established practices and procedures.
- Clean, dust and wipe down furniture; sweep, mop, vacuum floors; empty /clean trash and recycling containers.
- Use and maintain assigned power equipment and hand tools such as buffers, auto scrubbers, extractors, high pressure washers, vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Perform cleaning and maintenance such as snow and debris removal from sidewalks and stairs of buildings using hand-operated tools and/or small power equipment.
- Wash accessible interior and exterior windows; clean blinds; launder cleaning cloths and dust mops.
- Follow instructions and safety protocols regarding the use of chemicals and supplies.
- Lock and unlock assigned buildings. Secure building when facilities are not in use, checking for unlocked doors and windows, and turning off lights.
- Assist with the setup of facilities for meetings, classes, conferences, events, etc.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety policies, procedures, and practices.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends, and holidays as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- Enrolled in high school, high school diploma, or GED equivalent.

Work Environment: Work is performed in indoor facilities and outdoor environments and may include periods of high activity. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, kneel, crouch, squat, climb, crawl, talk, hear, and see. Moderate to heavy lifting and carrying of 10 pounds or greater is occasionally required.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date