



Colorado Chautauqua Association

Position Description

November 2022

Facilities Maintenance Technician I

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, 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 Maintenance Technician I is a full-time, benefited, non-exempt position. Under general supervision, this position performs a variety of repairs and maintenance tasks on Chautauqua facilities, structures, and grounds. Evening, weekend, and holiday work may be required in meeting position responsibilities. For on-call emergency and inclement weather reporting, this position is considered essential.

Major Duties and Responsibilities

The Facilities Maintenance Technician I is responsible for daily and routine maintenance tasks, including but not limited to, the following:

- Various semi-skilled tasks associated with building preservation and maintenance programs, including plumbing, minor electrical, HVAC, painting, and drywall repair.
- Responding and communicating promptly to requests for facilities related repairs and guest services.
- Using the work order system to ensure work orders are addressed quickly and efficiently and that their status is updated and communicated to appropriate staff (e.g., Housekeeping, Guest Services, etc.).
- Performing check-out inspections of rental units and addressing ongoing maintenance issues before buildings are released back into rental inventory.
- Assisting Housekeeping with maintaining dumpster areas and keeping them clear of trash and other debris.
- Checking that bear-proof receptacles are emptied, and lids are securely fastened.

- Performing routine preventive maintenance on all facilities equipment using the Preventative Maintenance Program as a monthly guide.
- Contributing recommendations for improving work methods, safety procedures, materials, and tools.
- Assuring a clean, well-organized, safe, and efficient work environment in the shop area and other work sites.
- Taking proper safety precautions and using proper PPE to prevent accidents.
- Assuming responsibility for personal safety and the safety of co-workers, guests / visitors, materials, and equipment.
- Providing physical support to public and private events staff, including event set-up, breakdown, etc.
- Assisting with snow removal.
- Other duties as needed.

Reporting Relationships

Reports to Facilities & Preservation Manager, and Facilities & Preservation Assistant Manager

Required Qualifications

Education

High School Diploma

Experience

3 years all-around residential maintenance experience required (hospitality industry preferred).

Technical Skills

- Successful completion of CCA'S Tech I Skill Requirements Assessment
- Basic plumbing, HVAC, electrical, painting, and residential maintenance
- Trade certifications preferred
- Basic knowledge and use of Microsoft Office Suite, specifically Word, Excel, and Outlook
- Willingness to embrace, learn and apply new and current technology

Behavioral Traits and Attitudes

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

Physical Requirements

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

Other Requirements

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

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 qualifications associated with the job.