



Job Description

Prepared/Revised Date: July 2025

Job Title: **Facility Maintenance Technician**
Job Family: **Business Services: Operations**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **100422**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G 17**

SUMMARY: Perform a variety of work in the maintenance and repair of tenant spaces (district owned facilities) and equipment. Perform routine and extensive preventative maintenance and repair procedures on buildings, mechanical equipment and utility systems. Respond to emergencies and participate in the Maintenance On-Call policy both in person and remotely.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform preventive maintenance inspections and related job tasks at tenant spaces including, but not limited to HVAC, roofing, kitchen equipment, parking lots, electrical, landscape, grounds, electronics and equipment so that they are maintained in a safe, clean and orderly condition in accordance with regulations. Maintain good working condition of all hand and power tools.	D	40%
2. Work with trades to support tenant needs in their related job duties. Responds to emergency maintenance requests as required. Perform a variety of work in the maintenance and repair of building systems. Monitors maintenance schedules to assure tasks are performed in a timely manner.	D	20%
3. Perform troubleshooting and maintenance in HVAC, electrical, landscape, parking lots, grounds, electronics and plumbing; assists in obtaining quotes and arranging for services of outside vendors; obtain estimates for supplies, repair parts; order parts as needed. Analyze, troubleshoot, install, repair, rebuild, adjust and replace mechanical equipment and geo thermal systems such as, but not limited to, bearings, motors, heat exchanges, boilers, ventilating and air conditioning compressors, water and pneumatic valves, humidity control units, coolers, freezers and exhaust hoods. Analyze, troubleshoot, install repair, rebuild, replace and adjust pneumatic, electrical and electro-pneumatic and building automation systems. Query and monitor control systems as they relate to energy management and preventative maintenance operations. Maintain records of scheduled maintenance procedures. Work on projects identified by the facility use manager and tenants requiring the services of the skilled craftsman. Create and complete assigned work orders, while ensuring any cost is assigned appropriately. Coordinate, obtain quotes, schedule and oversee work being performed by contractors. Ensure work is completed meeting all safety and district requirements. Work locations include the Educational Support Center and the Five Star Online building.	D/W	20%
4. Inspect and verify the operation and safety of equipment including, but not limited to, adjusting, calibrating, replacement, rebuilding, and repairing of all building equipment.	M	15%
5. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Experience in commercial or school facility maintenance preferred.
- Minimum of 3 years of experience in one or a combination of experience in HVAC, Kitchen Equipment, Electrical, Electronics, Plumbing and Custodial.
- Must be a minimum of 18 years old.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- One of the following licenses/certifications, preferred:
 - NATE Certification.
 - Valid Colorado State Journeyman Plumber License plus Colorado Backflow Prevention Certification or must obtain Colorado Backflow Prevention Certification within 6 months of entering position.
 - Valid State of Colorado Journeyman Electrician License.
 - EPA/CFC Type I, Type II, and/or Type III Certification.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced troubleshooting and repair on HVAC/R systems.
- Advanced mechanical skills and ability to read and understand blueprints and schematics.
- Knowledge of refrigerants and ability to interpret internal system pressure.
- Knowledge of voltage systems and controls, AC/DC circuit and advanced troubleshooting skills.
- Advanced knowledge of HVAC/R systems and component level diagnostic skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department. Troubleshooting and repair of commercial facility equipment.
- The ability to read and understand blueprints and schematics.
- Basic knowledge of facility maintenance.
- Basic knowledge of building, state, local codes and regulations.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to comply with Maintenance On-Call Policy.
- Ability to recognize the importance of safety in the workplace.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail.
- Operating knowledge of power tools and trade hand tools and other specialized HVAC tools.
- Operating knowledge of refrigerant recovery equipment and vacuum pump.
- Operating knowledge of analog and digital meters; computerized air quality meters; DD DDC controls and computer control systems.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of commercial test equipment required within 1 month after entering position.
- Operating knowledge of high lifts, bucket truck, boom truck and man lift required within 6 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Use Manager	100518

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Document purchases made on district credit card for department. Work within prescribed budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers, to handle and/or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear		X		
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills		X		
Compile	X			
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	