

JOB DESCRIPTION

Job Title: Facilities and Maintenance Technician

FLSA Status: Non-Exempt

**Salary Grade
and Salary
Range:**

Grade 103 \$24.51 -\$28.80

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Job Overview

The Facilities and Maintenance Technician is responsible for the maintenance of the Windsor Library, the Severance Library, and the Administration Services Building. Maintains the exterior and interior of facilities; works closely with outsourced cleaning crews; plans and coordinates a comprehensive maintenance and repair program; assists in the selection of and oversees contractors; and responds to emergency calls. This position is also responsible for daily courier duties, including the delivery and pickup of materials from the Administrative Services Building to the Windsor and Severance Libraries, using a company van.

Essential Functions

1. Facilities Maintenance

- Maintenance and repair of the district's libraries and administration building.
- Performs skilled and semi-skilled work in facility maintenance relative to the installation, maintenance, and repair of the district facilities and equipment.
- Works with contractors regarding work to be performed.
- Investigate complaints and reports of mechanical or electrical malfunctions.
- Adjusts, repairs, replaces, or removes defective equipment.
- Maintains accurate records and logs, orders supplies, parts, and materials
- Moves office and library furniture as needed.
- Snow removal from walkways.
- Monitor and maintain outdoor spaces to remove trash and debris.
- Occasional landscape maintenance.

55%

2. Facilities Safety and Operations

- Assures the safety of staff and visitors by ensuring the facility and grounds layout and maintenance are in place to alleviate potential risks.
- Active member of the safety committee.
- Monitors and evaluates processes and practices for quality and effectiveness, and makes recommendations for improvement.
- Pick up materials from the Windsor and Severance Libraries and return to the Administrative Services building.
- May be responsible for emptying library material drop boxes that are located off library property.

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<p>3. Planning</p> <ul style="list-style-type: none"> • Maintain accurate records of repair and maintenance work. • Develops and maintains preventative maintenance schedules for all facilities' infrastructure, equipment, fire extinguishers, etc. needs. • Research solutions and provide contractor and/or vendor quotes. • Assists in managing the budget lines related to building maintenance. 	10%	
<p>4. Maintenance of the vehicle</p> <ul style="list-style-type: none"> • Fueling the vehicle. • Cleaning the exterior and interior of the vehicle. • Take the vehicle for routine maintenance, such as oil changes, tire rotations, and other services. 	5%	
<p>5. Other duties as assigned</p>		
<p><i>Incumbents will be required to work evenings and weekends, be on call, and travel to external events.</i></p> <p>Total</p>		100%

Autonomy

Works independently under the supervision of the Operations Manager.

Supervisory Responsibility

No supervisory responsibility.

Education and Experience Required

- 3 years' experience in the same or similar position servicing a multi-facility organization. A valid Colorado driver's license is required, as well as a clean driving record and MVR.

Knowledge, Skills, and Abilities

- Knowledge of operation and troubleshooting of facility systems: HVAC, plumbing, electrical, security, etc.
- Knowledge of facility maintenance and repairs.
- Knowledge of building cleaning practices, supplies, and equipment.
- Knowledge of planning and design of construction.
- Knowledge of landscaping maintenance and procedures.
- Skill in using power and hand tools.
- Skill in customer relations.
- Able to respond to emergency calls during off-hours.
- Ability to evaluate bids and hire contractors.
- Ability to read and interpret blueprints, plans, and specifications.
- Able to operate a vehicle, including library courier van.

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- Ability to climb a 5-foot ladder.
- Able to operate various office equipment including computers and copiers.
- Communicate clearly and concisely both orally and in writing.
- Knowledge of Windows, Google Docs and Google spreadsheets or comparable software.

Work Environment

Able to work in various environmental conditions, including extreme cold, extreme heat, heights, and cramped areas.

Ability to perform medium heavy manual labor including bending, stooping, reaching lifting and carrying heavy objects up to 70 pounds, climbing ladders, and other physical activities consistent with facilities supervision.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Created: March 13, 2026