

# THE DIOCESE OF COLORADO SPRINGS

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## JOB DESCRIPTION

**Job Title:** Facilities Maintenance Technician **Number:** FO321

**Reports To:** Facility Manager

**Department:** Finance Office

**Full Performance Period:** 3 months **Eligible for Overtime:** Yes

**Supervisory:** *Employees:* No *Unpaid Staff:* No *Volunteers:* No *Contract Workers:* No *Boards:* No

**Job Titles Supervised:** None.

**General Purpose:** To further the religious and spiritual mission of the Diocese of Colorado Springs by providing a variety of maintenance tasks, such as carpentry, electrical, plumbing, and painting at the Catholic Pastoral Center, and occasionally at other diocesan properties.

**Essential Duties and Responsibilities:**

- Back up to Facilities Manager on HVAC control system, alarm calls, Emerge system, Facility Tree system.

Light Maintenance

- Troubleshoot equipment malfunctions
- Operate carpet cleaning system to maintain/clean carpets, according to predetermined cleaning schedule.
- Move and maintain office furniture and equipment when requested. May include set up and tear down.
- Paint interior spaces upon request, or as needed.
- Perform light maintenance, repairs and special projects as needed, including changing light bulbs, hanging pictures, replacing light fixtures, ballasts, and ceiling tiles, repairing equipment and facility to include plumbing fixtures, and carpentry. Perform demolition during renovation, as required.
- Maintain the grounds: keep sidewalks free of debris and snow (occasionally before and after hours, as needed); ensure the sprinkler system is operating properly to include startup and shutdown; fertilize, mow, trim, and rake lawn, plant flowers and bushes; and remove weeds.
- Maintain roof and roof drains clear of debris quarterly, or more, as needed.
- Find creative solutions for a wide variety of facility needs and provide input to supervisor.
- Organize janitor's closets, monitors supplies and alerts supervisor regarding maintenance of adequate stock. Manages inventory of tools/supplies in good working order.
- Water and prune interior plants.
- Be available for facility emergency situations.
- Support receptionist to include answering switchboard and greeting visitors
- Maintain and clean parking lot.
- Identify and schedule maintenance issues that need repair/attention.
- Oversees contractors in the absence of the Director of Properties or Facilities Manager.
- Participates in monthly and quarterly Department meetings.

Custodial:

- Prepare cleaning solutions for carpet and general cleaning purposes by following label instructions to achieve desired results.
- Perform custodial tasks not provided by contractor.
- Follows appropriate HAZMAT and HAZCOM procedures.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

**Decision-making and Supervisory Responsibility:**

|                             |  |  |  |   |
|-----------------------------|--|--|--|---|
| HIRING                      |  |  |  |   |
| ASSIGNING/SCHEDULING WORK   |  |  |  |   |
| MONITORING/CONTROLLING WORK |  |  |  |   |
| DISCIPLINE                  |  |  |  |   |
| PERFORMANCE EVALUATION      |  |  |  |   |
| SALARY RECOMMENDATIONS      |  |  |  |   |
| DISMISSAL                   |  |  |  |   |
| BUDGET RESPONSIBILITY       |  |  |  | None.   |
| PROPERTY RESPONSIBILITY     |  |  |  | Responsible for the proper operation of cleaning equipment and tools. |
| CONFIDENTIAL INFORMATION    |  |  |  | None.   |

I indicates Input only  
 R indicates responsibility for Recommending a course of action requiring one other approval  
 F indicates responsibility for the Final Decision

**Minimum Requirements:**

- Education:** No specific requirements.
- Experience:** Experience with basic electrical, plumbing, and carpentry. Knowledge of HVAC, a plus.
- Or other background demonstrating application of the following knowledge, skills, and abilities:**
  - Strong ability to maintain items and equipment in a neat, orderly fashion.
  - Ability to organize and prioritize a diverse workload to accomplish tasks.
  - Ability to read and follow written and oral instructions.
  - Ability to work independently.
  - Ability to work cooperatively with other staff members and their schedules.
  - Ability to coordinate maintenance/repairs in order to best utilize time and materials, and to properly handle materials to minimize accident/injury.
  - Ability to troubleshoot mechanical breakdowns of vacuum and shampooer.
  - Ability to be trusted around data and information that may be left on desks in offices.
  - Ability to operate light to mid-range equipment/machinery.
  - Possess an attitude of pride in workmanship and can achieve high standards consistently.
  - Self-starter or quick learner who can make good judgments in the event of problems.
  - Ability to use or quickly learn Outlook & Excel to facilitate scheduling and communication/follow-up.
  - Possess a presence around which people feel safe in the facility. Personable.
  - Willingness/ability to be flexible and to alter schedule for special circumstances (i.e. snow removal).

**Physical Requirements of this position include:**

|                            | FREQUENCY OF REQUIRED EXPOSURE/USE |            |          |
|----------------------------|------------------------------------|------------|----------|
| WORK ENVIRONMENT           | SELDOM                             | OCCASIONAL | FREQUENT |
| COLD (50 F or less)        |                                    | X          |          |
| HEAT (90 F or more)        |                                    | X          |          |
| HUMIDITY                   | X                                  |            |          |
| HEIGHTS                    |                                    | X          |          |
| NOISE                      |                                    |            | X        |
| VDT/CRT USE                | X                                  |            |          |
| DRIVING                    | X                                  |            |          |
| STANDING                   |                                    |            | X        |
| SITTING                    | X                                  |            |          |
| WALKING                    |                                    |            | X        |
| BENDING                    |                                    |            | X        |
| WORK WITH OTHERS           |                                    |            | X        |
| REPETITIVE MOTION          |                                    |            | X        |
| GASES/FUMES                |                                    | X          |          |
| DUST                       |                                    |            | X        |
| <b>OPERATING MACHINERY</b> |                                    |            |          |
| COPIER                     | X                                  |            |          |
| TYPEWRITER                 | X                                  |            |          |
| TELEPHONE                  | X                                  |            |          |
| FACSIMILE (FAX)            | X                                  |            |          |
| 10-KEY                     | X                                  |            |          |
| CALCULATOR                 | X                                  |            |          |
| COMPUTER                   |                                    | X          |          |
| LAWN MOWER                 |                                    | X          |          |
| EDGER/TRIMMER              |                                    | X          |          |
| VACUUM CLEANER             |                                    | X          |          |
| MOP                        |                                    | X          |          |
| CARPET CLEANER             |                                    |            | X        |
| FLOOR BUFFER               | X                                  |            |          |
| SNOW BLOWER or SHOVEL      |                                    | X          |          |
| FURNITURE DOLLY            |                                    | X          |          |
| CARPET SHAMPOOER           |                                    | X          |          |

|                                      | FREQUENCY OF REQUIRED EXPOSURE/USE |            |       |
|--------------------------------------|------------------------------------|------------|-------|
| OTHER                                | SELDOM                             | OCCASIONAL | FREQ. |
| VISUAL ACUITY: Near                  |                                    |            | X     |
| VISUAL ACUITY: Far                   |                                    |            | X     |
| COLOR DISCRIMIN.                     | X                                  |            |       |
| HEARING                              | X                                  |            |       |
| SPEECH                               | X                                  |            |       |
| OTHER                                |                                    |            |       |
| TRAVEL:                              |                                    |            |       |
| LOCAL                                |                                    |            | X     |
| NATIONAL                             | X                                  |            |       |
| INTERNATIONAL                        | X                                  |            |       |
| <b>AVAILABILITY</b>                  |                                    |            |       |
| EVENINGS                             |                                    |            | X     |
| WEEKENDS                             | X                                  |            |       |
| <b>MOVING EQUIPMENT AND SUPPLIES</b> |                                    |            |       |
| LIGHT (Under 5 lbs.)                 |                                    |            | X     |
| MODERATE (5-20 lbs.)                 |                                    |            | X     |
| HEAVY (Over 20 lbs.)                 |                                    | X          |       |
| <b>DESCRIPTION OF MOVEMENT</b>       |                                    |            |       |
| LIFT/LOWER                           |                                    |            | X     |
| CARRY                                |                                    |            | X     |
| PUSH/PULL                            |                                    |            | X     |
| REACH ABOVE                          |                                    |            | X     |