



Crow Canyon Archaeological Center Job Description

Position Title: Maintenance Technician
Status: Non-Exempt
Employment Category: Full-Time/Full-Time Seasonal
Reports to: Director of Campus Services
Revised: 2/2016 - dlf

Position Summary:

The Maintenance Technician has a very important role in the operations of the Center. This person works to provide a safe and secure environment for employees, campus visitors, and program participants, including children. The Maintenance Technician is responsible for performing highly diversified duties including troubleshooting, maintaining and repairing buildings, equipment, plumbing, and vehicles, as well as maintaining the safety and appearance of the campus grounds.

Education and/or Experience:

High school diploma or general education degree (GED) and/or a combination of education, training, and experience that demonstrates the ability to perform the duties of the position; experience in grounds maintenance and the operation of hand and power tools; knowledge of plumbing and electrical systems, both commercial and residential. Basic computer skills preferred.

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Buildings:

- Perform maintenance and safety inspections of buildings on a regular schedule.
- Assess the extent of damage to or malfunction of campus facilities and with supervisor, determine what repairs are necessary.
- Maintain intern cabins and perform routine repairs.
- Maintain buildings and perform minor and routine repairs or replacements; includes carpentry repair, painting, plumbing, electrical wiring, and other related maintenance activities.
- Maintain and clean the intern and education compost toilets.

Vehicles:

- Perform maintenance and safety inspections of vehicles on a regular schedule.
- Maintain records on vehicle repairs and fuel use.
- Maintain vehicles: includes assessing repairs and with supervisor, determine repair plan.
- Prepare vehicles for use: includes fueling, vacuuming, washing, and general cleaning.

Grounds:

- Perform maintenance and safety inspections of grounds on a regular schedule.
- Maintain grounds: includes mowing lawns, trimming trees and shrubbery, cultivating flowers, weed control, and removing debris and litter.
- Maintain and clean the bath house.
- Prepare campground and intern sites for the season.
- Collect and deliver recycle material to proper drop off locations weekly.
- Maintain educational areas: includes weed control, mowing, rodent control, and safety inspections.

- Ensure proper operation and maintenance of campus irrigation system, including the canal, pond, and lawn watering system.
- Ensure proper operation and maintenance of campus wastewater treatment facility and emergency water system.
- Ensure and maintain fire prevention practices.

General Duties:

- Follow and ensure completion of items on preventive maintenance schedule.
- Clean snow and debris from sidewalks.
- Assist with room set up and tear down for special events.
- Stock hospitality closet with reception and event supplies, i.e. soda, wine and beer.
- Assist the research department with site preparation as needed.
- Serve as backup for the custodial position.
- Comply with safety regulations and maintain clean and orderly work areas.
- Turn in biweekly activity reports.
- Turn in completed preventive maintenance log at the end of each quarter.

Knowledge, Skills, and Abilities:

Ability to:

- Perform a variety of plumbing, maintenance, and carpentry tasks.
- Read and interpret equipment and repair manuals.
- Diagnose problems; replace or repair equipment and plumbing.
- Operate various types of hand tools and equipment safely and efficiently.
- Operate various types of mechanical equipment safely and efficiently.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with employees and vendors.

Physical Demands:

- Must occasionally lift, pull, and push up to 75 pounds.
- Must have full range of mobility in upper and lower body.
- Must be able to reach overhead.
- Must perform heavy manual labor.
- Must be able to ascend and descend stairs.
- Must be able to work in various positions, including, but not limited to: stooping, kneeling, squatting, crawling, bending over, or standing for extended periods of time to perform essential maintenance tasks.
- Ability to legally and safely operate a 15-passenger van.
- Must be able to work varying shifts, weekends, and holidays.
- Must be able to work extended hours outdoors in varying weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required Certificates, Licenses, and/or Registrations:

- Valid driver's license.
- Background check upon hire.
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in

this position.

- Complete transportation-related training.
- Current First Aid and CPR certification.

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

Signature of Employee

Date