



OPERATIONS MAINT TECH FS

Job Code:		Division:	
Branch:		Department:	OPERATIONS
Reports To:	OPERATIONS SUPERVISOR	Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	FULL TIME SEASONAL
Prepared By:	Kim Caldwell	Date Prepared:	09/29/2010
Approved By:	David Moss	Date Approved:	08/15/2015

Summary

Perform daily maintenance and repair throughout the Village for the Operations Department, including preventive maintenance on all vehicles, outdoor lighting, gas fireplaces and gas burners, kiosks, and benches. Sweeping, maintenance, painting, landscaping, garbage/trash removal and any functions that involve the maintenance of the Village. This key position requires an engaging, positive, solution-orientated, customer-centric individual who is a self starter that can multi-task and prioritize easily. This position also requires someone who can work as an effective and integral member of a team with a positive outlook and always looks for solutions instead of identifying problems.

Essential Duties & Responsibilities

- Report any boiler problems to the manager and to the Mechanical Maintenance department
- Inspect outdoor lighting and replace bulbs as needed
- Repair Village amenities including benches, signs, kiosks, and trash receptacles
- Maintain the gas fireplace and clean it out as needed
- Visually inspect the Cyber lights to insure they are working, report any problems
- Maintain go-karts and bumper boats
- Check outdoor lighting and repair as needed
- Maintain hand tools
- Sweeping, maintenance, painting, garbage/trash removal and any other functions that involve the maintenance of the Village
- Remove snow from streets, sidewalks, walkways and roofs.

Supervisory Responsibilities

None

Requirements

- 2 years of previous experience in related fields preferred
- Ability to lift a 50 lb. box and carry 50 yards
- Drivers License with clean driving record and personal vehicle
- Flexible schedule.
- Ability to multi-task and complete projects
- Commitment to guest service
- Ability to think quickly and to anticipate issues
- Attention to detail
- Ability to work effectively under pressure
- Ability to work both independently and as part of a team
- Initiative, self-discipline and motivation
- Excellent personal presentation/grooming
- Reliability
- Honesty and integrity
- Time management and organizational skills

Communication

Internal: All levels of the VAC's management and hourly staff, Copper Mountain Resort, POLA, Copper Mountain Chamber of Commerce, Copper Metropolitan District, Copper Mountain HOAs, and CMPAC.
 External: Bank contacts, vendors, contractors, industry peers, local and state political leaders, Summit County Chamber of Commerce and Summit County Government.

Other Duties

This Job Description is an overview of the scope of responsibilities and is not intended to be all inclusive. The responsibilities of this position may change.