



# Clear Creek Metropolitan Recreation District

## **Weekend Maintenance Manager**

Work Location:	Clear Creek Metropolitan Recreation District Facilities
Work Schedule:	Saturday - Sunday
Work Hours:	9:30am - 4:30pm (approx. 7 hours/shift)
Salary Range:	\$20.00 - \$21.50 per hour
Positions Available:	One

The primary duty of the Weekend Maintenance Manager is to oversee operations of the Clear Creek Recreation Center in Idaho Springs, specifically on the weekends. The Weekend Maintenance Manager will work closely with the weekend staff (Customer Service Associate and Lifeguard, primarily) to respond to any patron and/or facility needs while simultaneously implementing and managing a routine maintenance schedule, and completing miscellaneous maintenance tasks as needed. Inventory management, routine cleaning, and preventative maintenance are among the list of ongoing responsibilities to be managed by the Weekend Maintenance Manager. This role ensures the proper functioning of building systems, addresses guest/resident requests, and maintains a safe and comfortable environment during weekend hours.

### **ESSENTIAL DUTIES:**

- Oversees weekend operations, including supporting the Customer Service Associate, Lifeguards, and CCMRD patrons.
- Addresses patron maintenance requests courteously and efficiently, ensuring a positive experience.
- Completes a weekly supply inventory count, updating records as necessary.
- Submits supply needs to the Director of Customer Service for ordering.
- Completes regular and ongoing supply closet organization and cleaning.
- Snakes all shower drains and laundry drain pit on a routine basis.
- Implements regular and ongoing maintenance and cleaning schedules and routines (such as shower curtain replacement, for example).
- Ensures functionality of all small equipment and lightbulbs throughout the building (excluding fitness equipment).
- Reports equipment repair needs promptly.
- Completes building maintenance projects as needed, and as directed.
- Maintains accurate records of work orders, completed repairs, and preventative maintenance activities.
- Ensures all building maintenance activities are kept within budget.
- Maintains awareness of building operations, including basic troubleshooting of the various mechanical systems.
- Conducts routine inspections of building systems (including but not limited to: HVAC, electrical, plumbing, fire safety, and pool systems) and performs preventative maintenance tasks to minimize breakdowns.
- Maintains a constant awareness of building happenings so as to respond accordingly.
- Responds to and deescalates problematic situations with patrons.
- Supports on-duty Customer Service Associate and Lifeguard(s) as necessary.

- Prepares facility rental areas and assists guests with rental needs. Completes set up/breakdown of weekend events and programs that occur in the facility.
- Responds promptly to emergency maintenance issues, troubleshoots problems, and implements effective solutions.
- Communicates openly and effectively with supervisors, co-workers, patrons, board members, and volunteers.
- Enforces all CCMRD rules, policies, and procedures, including those pertaining to safety, ensuring a safe and enjoyable environment for the CCMRD team and patrons.
- Contributes to the level of trust, confidence, and respect from the other members of the team, demonstrating commitment to team goals, completing all tasks in a timely and effective manner, encouraging others, fully participating, being visible, leading by example, and modelling CCMRD values and philosophies.
- Additional duties as assigned by the Director of Facilities and/or the General Manager.

### **SPAN OF SUPERVISION**

- Reports to the Director of Facility Operations
- Supervises weekend CCMRD staff

### **QUALIFICATIONS**

- Must be available to work weekends, including Saturdays and Sundays.
- Understanding of basic maintenance skills, tools, equipment, and all correlated safety precautions.
- Effective organization, communication, and interpersonal skills
- Ability to perform basic maintenance and cleaning duties, along with an ability to diagnose and troubleshoot maintenance issues effectively.
- Knowledge of best practices for recreation center operations preferred.
- Basic understanding of building systems, including HVAC, electrical, plumbing, pool mechanical systems and general carpentry.
- Familiarity with basic computer systems (Google Suite, preferred).
- Personable and respectful in communications and interactions with the public, team members, supervised staff, supervisor(s), and Board of Directors.
- Must pass a background check.
- A valid Colorado Driver's License is required.
- United States citizenship or legal authorization to work in the United States.

### **EXPERIENCE**

- Building maintenance experience is required.
- Proficiency with computer systems is required.
- Experience in supervising staff preferred.

### **WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS**

- Work is performed both indoors and outdoors, sometimes in adverse conditions.
- Indoor work may be in a busy, enclosed environment with noise and interruptions.
- Requires alertness, precision, memory, concentration, judgment, reasoning, patience, problem solving, and imagination.
- Physical demands include lifting, climbing ladders, and working in confined spaces.
- Required to safely lift a minimum of 50 pounds.

