



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - [www.nchd.org](http://www.nchd.org)

<b><u>Job Title</u> Maintenance Technician</b>	
<b><u>Pay Range</u> \$17.00 - \$20.00</b>	<b><u>Updated</u> 04/2024</b>
<b><u>Supervisor</u> Director of Operations</b>	<b><u>Location</u> Sterling</b>
<b><u>Schedule</u> Mornings 7:30 am to 12:30 pm</b>	<b><u>Employee Type</u> Part Time Non-Exempt</b>
<b><u>Education</u> High School Diploma or equivalent.</b>	<b><u>License/Certificates</u></b> <ul style="list-style-type: none"> <li>• Driver’s License (Required)</li> </ul>

**General Statement of Duties**

This position is primarily responsible for maintaining, cleaning, organizing, repairing physical structures of buildings and maintaining agency grounds across our 6 offices in northeast Colorado.

**Primary Duties and Responsibilities**

- Cuts grass, trims sidewalks, and controls weeds on organization’s property. Maintains flower beds.
- Orders supplies for the facilities and ensures distribution to the proper offices (i.e., paper towels, soap, toilet paper, etc.)
- Cleans exterior area of building including corners, windowsills, removing cobwebs, etc.
- Oversees general building maintenance and repairs by contractors, including organizing, obtaining and reviewing contact maintenance services as needed (e.g. roofers, plumbers, electricians).
- Maintains and repairs maintenance equipment. Works with contractors when needed (i.e. plumbing and electrical issues).
- Will work with contractor hired for snow removal in the parking lots of Fort Morgan and Sterling. Will clear sidewalks and put down ice melt in the Sterling office.
- Assists all departments with moving furniture, unloading supplies and organizing storage areas as needed.
- Maintains sidewalks year around in Fort Morgan and Sterling offices.



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## **Qualifications and Experience**

Two+ years of experience preferred in building and outdoor maintenance.

- Strong work ethic.
- Excellent communication skills, both written and verbal.
- Ability to speak, read, and write English fluently.
- Must possess a valid driver's license and have access to
- Ability to work professionally with contractors and business associates.

## **WORKING ENVIRONMENT**

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

## **DRUG-FREE WORKPLACE STATEMENT**

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a "Drug-free workplace." The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

## **EQUITY IN THE WORKPLACE**

*- Serving Logan, Morgan, Phillips, Sedgwick, Washington and Yuma counties since 1948 -*



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Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

### **HIPAA STATEMENT**

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

### **EMERGENCY PREPAREDNESS AND RESPONSE DUTIES**

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders, employees are required to support public health emergencies, incidents and events.

### **BENEFITS INCLUDE:**

Paid sick time (part-time only).

Signature \_\_\_\_\_ Date \_\_\_\_\_