



Colorado Chautauqua Association  
Position Description  
January 2022

## Weekend Facilities Technician (PM)

### Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c) 3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social, and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, and music, oration, and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

### General Description

The Weekend Facilities Tech is a part-time (16 hours/week), non-benefited, non-exempt position, reporting Saturday and Sunday 3:00p - 11:30p. Under limited supervision, this position performs a variety of repair and maintenance tasks on Chautauqua facilities, structures, and grounds. Additionally, assists front desk with amenity deliveries. The role is specifically designed to deliver exceptional customer service as well as helping with day-to-day maintenance operations. Holiday work could be required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered essential.

### Major Duties and Responsibilities

The Facilities Technician is responsible for performing daily maintenance tasks as well as completion of special projects, including but not limited to, the following:

- Performs various tasks associated with building maintenance including HVAC, carpentry, plumbing, electrical, painting, and drywall repair.
- Utilize the work order system, Worxhub, to ensure that work orders are addressed quickly and efficiently.
- Responds and communicates promptly and effectively to front desk requests for facilities related repairs and guest services.
- Assist with snow removal as needed.
- Assist housekeeping and front desk with amenity delivery and guest relations.
- Assure a clean, well-organized, safe, secure, and efficient work environment in the shop area and other work sites.

## Required Qualifications

### Education

High School Diploma

### Experience desired

- 2+ years facilities or apartment maintenance
- Hotel experience, a plus

### Technical Skills

Basic plumbing, HVAC, electrical, and residential maintenance. Willingness to embrace, learn and apply new and current technology. Basic knowledge and use of Microsoft Word, Excel and Outlook.

### Physical Requirements

Duties require lifting, pushing, pulling, and/or carrying of objects weighing up to 100 pounds, and frequent lifting and/or carrying objects weighing up to 25 pounds. Must be able to climb stairs and ladders as well as navigate the site which has a 200-foot elevation change and work in all types of weather conditions.

### Other Requirements

- A professional demeanor and customer service focused.
- Strong ability to work independently
- Demonstrates interpersonal skills and ability to listen and communicate well with staff and guests
- Strong organizational skills
- Comfortable with fast moving, dynamic environment and able to accommodate changes in the organization's needs.
- Must possess and maintain a valid Colorado driver's license.

### Additional Qualifications

Every employee at the Colorado Chautauqua Association is expected to possess a positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.*