

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** Facilities Maintenance Coordinator  
**DEPARTMENT:** IT/Facilities  
**REPORTS TO:** IT Administrator  
**CLASSIFICATION:** Full-time (Hourly, Non-exempt)

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**POSITION SUMMARY**

The Facilities Maintenance Coordinator performs a wide variety of maintenance and janitorial duties, including maintenance of the building, equipment and grounds to proper health and safety standards, with or without reasonable accommodation.

**ESSENTIAL JOB FUNCTIONS**

- 1) Responsible for the appearance and upkeep of the building, grounds and other facilities as assigned.
- 2) Perform minor building repairs such as painting, dry wall, heating and plumbing repairs, door and lock adjustments, light bulb replacements, etc. Repair and maintain various office equipment such as chairs, desks, cubicles, tables, etc.
- 3) Maintain the cleanliness of the building and grounds, including but not limited to, rooms, offices, halls, lobby, lounges, mezzanine, meeting rooms, restrooms, stairs, lighting fixtures, grounds and other work areas by sweeping, vacuuming, scrubbing, waxing or polishing the floors, cleaning the rugs, carpets, walls, windows, furniture, counters, etc., as assigned.
- 4) Responsible for monitoring of building systems including HVAC, plumbing, and lighting and assist in the coordination of maintenance and improvements.
- 5) Function as the coordinator to a variety of contractors and suppliers for building and ground repair/maintenance. Maintain contracts, bids, and agreements with contractors and suppliers.
- 6) Coordinate inspections for backflow, sand trap, fire system, storm water cleanings, etc.
- 7) Remove and arrange for the disposal of trash and recyclables in a timely manner.
- 8) Replenish bathroom, kitchen, and cleaning supplies.
- 9) Pickup and restock supplies from local vendors including Sam's Club, Home Depot, Ace Hardware, Costco, etc.
- 10) Set up tables and chairs as needed for Association related functions. Maintain the patio area and interior decor.
- 11) Remove and arrange for removal of snow from employee and public accesses to the office, including the patio, as necessary.



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- 12) Maintain inventory and reorder points for cleaning supplies, toiletries, lighting, beverages, condiments, snack stations, kitchen paper goods, paper cups, plates, etc. Prepare requisitions when needed.
- 13) Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- 14) All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.
- 15) Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
- 16) Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- 17) Assist in the emergency restoration of facilities during storm or general outages.
- 18) Regular and predictable attendance are essential functions of the position.
- 19) Perform other duties within his or her capabilities as directed by his or her supervisors.

**JOB QUALIFICATIONS**

**Education and/or formal training needed:** High School diploma or equivalent required.

**Experience needed:** Two years' experience in janitorial work and one year of building maintenance work is required.

**Knowledge, skill and abilities needed:** Must have knowledge of and skill in the safe use of basic hand and power tools. Must be able to work without supervision, work well with other people, and to accept the responsibility for the direction, control or planning of an activity. Adaptability to performing a variety of duties, often drawing from one task to another of a different nature, without loss of efficiency or composure is required. Basic knowledge of accepted custodial cleaning methods along with maintenance skills such as plumbing, electrical, and grounds and operating knowledge of custodial equipment is required. Basic knowledge and usage of a personal computer and associated software is necessary.

**Drug/Alcohol:** A drug/alcohol test is administered to all job offer recipients, as well as a background check.

**Driving:** Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

**Mental Demands:** This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and



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prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

*Physical Demands:* He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

- He/she spends approximately 90% of the day walking, lifting, bending, crouching, kneeling, and reaching and the remainder of the day sitting at a desk (percentages will vary dependent upon the work to be accomplished).
- Climbing is done occasionally when cleaning, maintaining and replacing light fixtures, bulbs, painting, trouble shooting for roof leaks and other related building problems.
- He/she will frequently be required to carry equipment and materials that may weigh as much as 75 pounds. Occasionally, he/she will push and pull up to 120 pounds.
- He/she will be required to drive a vehicle, both two and four-wheel drive, forklifts, and other equipment, which requires awareness, alertness, and physical dexterity.

**MATERIALS AND EQUIPMENT USED**

General office and communication equipment including, but not limited to, computers, hard wired and cellular phones, copy machines and scanners. Cleaning equipment such as carpet extractor, floor buffer, floor polisher, floor scrubber, vacuum cleaner, etc. Hand tools, power saws, drills, ladders, painting equipment, voltmeter, forklift, and non-CDL vehicles, etc.

**WORKING CONDITIONS**

He/she spends 70% of his/her time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. He/she must be able to tolerate direct sun, cold winds and other type of inclement weather. The estimated noise level is estimated to be 50-90 decibels.

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



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