



Job Posting: Lead Building Maintenance Technician

Job Title: Lead Building Maintenance Technician

Department: Building Maintenance

Employment Status: Part Time

Employee Reports to: Assistant Town Administrator

Schedule: 20 hours per week

Responsibilities:

Perform routine building maintenance tasks on the Town Office, Alta Central, and Alta Community Center. Schedule and conduct special projects in conjunction with other building maintenance technicians. Manage snow removal activities at Town facilities during the winter season.

- Act as primary liaison between administration and other building maintenance technicians
- Building maintenance related tasks including but not limited to painting, light carpentry, IT systems support, etc. at Town of Alta facilities including Town Office, Alta Central, Alta Community Center, and parking areas
- Develop and execute building maintenance plans for Town of Alta facilities
- Garbage and recycling collection
- Annual Christmas tree disposal from central drop off location in town
- Maintain seasonal facilities including Town of Alta Park, summer trail signs, etc.
- Maintain and inventory contents of Town of Alta storage unit
- Drive down-canyon to purchase supplies for town buildings, access town storage unit, etc.
- Manage snow removal activities on and around the Town of Alta office building, Alta Central, and the Town of Alta Firehouse/Community Center/Post Office Building
- Recommending engagement of contractors when projects require specialized equipment or expertise, or additional manpower
- Assist water system and sewer system operators as needed
- Other tasks related to the maintenance and improvement of Town of Alta facilities as directed by the Assistant Town Administrator



Physical Requirements:

- Ability to stay standing or active during an entire shift
- Ability to lift and carry objects of at least 50 pounds
- Ability to lift, bend, stoop, crouch, push, and other strenuous activities such as walking in deep snow
- Ability to tolerate extreme mountain weather including winter storms

Other Requirements:

- Must be at least 18 years of age and eligible to work legally in the United States of America.
- Valid driver's license
- Transportation capable of travelling Little Cottonwood Canyon when 4x4 or chain restrictions are in effect
- Ability to verbally communicate effectively in the English language
- Basic computer skills and familiarity with Microsoft Office applications are preferred

Compensation:

- \$17.31 per hour
- Non-exempt

To Apply

- Email a brief letter of introduction, resume, and contact information for three professional references to Chris Cawley, Assistant Town Administrator, at ccawley@townofalta.com.
- Applications will be accepted until the position is filled.