

## **Job Description: Building Maintenance Technician**



**Job Title:** Building Maintenance Technician

**Department:** Building Maintenance

**Employment Status:** Part-time, non-benefitted

**Reports to:** Town Manager

**Schedule:** 10-20 hours per week

**Pay Rate:** \$23.00 hourly (\$28.00 hourly for snow removal)

### **Building Maintenance Responsibilities:**

- 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.
- 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 Town Manager

### **Snow Removal Responsibilities**

- Shovel the following areas after every snowstorm, starting at 7:30 a.m. or as directed: 1) snow path from road to Alta Town Office and Alta Central 2) Alta Central entryways, deck, exterior stairs, and roof 3) two windows at Alta Central 4) upper and lower entryways to town office building
- Shovel Post office entryway and remove roof snow
- Provide access to recycling dumpster area
- General up-keep of the areas above may be necessary in addition to regular snow removal during prolonged storm cycles
- Additional snow removal tasks as assigned

**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

**Qualifications:**

- 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
- Because the position involves access to secure government facilities, applicants must submit to a criminal background check.

**Compensation:**

Salary: \$23.00/hr for Building Maintenance, \$28.00/hr for Snow Removal  
FLSA non-exempt, eligible for overtime

**To Apply**

Email a letter of introduction and contact information for three professional references to [ccawley@townofalta.com](mailto:ccawley@townofalta.com).

Applications will be accepted until the position is filled.

Interviews will be scheduled based on applicant experience that most closely matches the needs of the agency and preference may be given to applicants with prior experience within the agency.