



STATE OF COLORADO  
invites applications for the position of:  
**Facilities Operator**  
This position is open only to Colorado state residents.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver, CO 80203

**SALARY:** \$3,656.00 - \$3,750.00 Monthly

**OPENING DATE:** 12/15/21

**CLOSING DATE:** 01/31/22 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



# History Colorado

**HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.**

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. In addition to a great location, we offer fantastic benefits including:

- Strong, secure, yet flexible retirement benefits including a PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- Public Service Loan Forgiveness – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

## **DESCRIPTION OF JOB:**

This position exists in support of the Building Manager and Building Engineer in operating, maintaining, and repairing building systems, ensuring their functionality. Provides general maintenance support to History Colorado Center Building Operations team, as well as supports as needed other sites, museums, and properties which are part of the Facilities & Historic Sites Division of History Colorado.

### **Facility Operator Responsibilities:**

- Operation and maintenance of Building Automation Systems (BAS) for HVAC, including consoles, data gathering panels, remote sensors, and indicating devices.
- Repairs and maintains all types of electronic motors and engines used to power pumps, compressors, and fans.
- Operation and maintenance of sanitary sewer systems, sump pumps including basins, water closets, urinals, and piping.
- Operates heating and cooling systems in an effective and efficient manner on-site, or remote via laptop computer, including air handlers, VAV boxes, boilers, cooling towers, and centrifugal chiller.
- Performs routine preventative or predictive maintenance and routine repairs as requested including, but not limited to all HVAC, light plumbing and electrical repairs, and ballast, lamp, and tube replacement.
- Performs all types of general maintenance duties, such as repairs of toilets, general cleaning in mechanical spaces, and other general maintenance duties as necessary.
- Coordinates with Building Engineer in maintaining inventory of spare parts and tools.
- Assists with annual and semi-annual testing of building systems and equipment by third parties.
- On a rotating basis, acts as the on-call engineer for History Colorado Center. During those periods of time, must be available to respond to emergencies by cell phone and/or on-site visit within a reasonable and appropriate period of time, and operate building systems remotely with use of laptop computer.
- May be required to respond to emergencies after-hours at regional properties in support of Facilities and Historic Sites Divisions.
- Cooperates and communicates effectively with staff, volunteers, and guests.
- Completes job duties under minimal supervision and demonstrates appropriate judgement.
- Works with volunteers and interns.

## **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

Four years of progressively responsible facility operations experience.

**Substitutions:**

Successful completion of a formalized apprenticeship program or higher level coursework from an accredited, non-correspondence, vocational or trade school appropriate to the work assignment may be substituted for the required experience on a year-for-year basis up to a maximum of two years. At the agency's discretion, demonstrated proficiency on position competencies may substitute for the required experience.

**The right candidate for this position must possess:**

- Extensive experience in preventative maintenance inspections of fans, motors, air handlers, roof
- top units, pumps, VFDs, etc.
- Experience in repairs including replacing electric motors, electric motor bearings, fan bearings,
- pump seals, etc.
- Positive attitude and a willingness to learn.

**Special Necessary Requirements:**

- Must be able to travel independently throughout the state, including overnight stays.
- Ability to climb a variety of ladders to a height of 15' while carrying items (light bulbs, paint supplies, etc.)
- Ability to lift 50 pounds repeatedly from floor to height of 36 inches.
- Ability to tolerate odors from a variety of paints, solvents, and other building materials.

**Highly Desirable:**

- Experience with LEED, Tridium Niagara AX, and humidification systems.
- Museum experience.

**SUPPLEMENTAL INFORMATION:**

Effective September 1, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon Hire, new employees will have three (3) business days to provide an attestation to their status with proof of vaccination or begin twice-weekly serial testing for COVID-19.

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

**ADAAA Accommodations:** Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email [Dany.Mccoy@state.co.us](mailto:Dany.Mccoy@state.co.us)

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for

ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online is the preferred method of applying for this position, but if you need help, please contact Dany McCoy at [Dany.mccoy@state.co.us](mailto:Dany.mccoy@state.co.us).

**DEPARTMENT CONTACT INFORMATION:**

[Dany.mccoy@state.co.us](mailto:Dany.mccoy@state.co.us)

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coloradohistory.org>

Position #GCA08038\_12.21

FACILITIES OPERATOR

DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Facilities Operator Supplemental Questionnaire**

- \* 1. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues [https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf) And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

\* Required Question