



STATE OF COLORADO
invites applications for the position of:

Facilities Operator

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

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

SALARY: \$3,750.00 - \$4,000.00 Monthly

OPENING DATE: 05/04/22

CLOSING DATE: 05/31/22 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. In addition, it provides general maintenance and operational support to the History Colorado Center and other facilities close by as needed.

Facility Operator Responsibilities:

- Assist in the operation of the Building Automation System (BAS) for HVAC. Operates heating and cooling systems in an effective and efficient manner. The systems include air handlers, VAV boxes, boilers, cooling towers, and centrifugal chillers.
- Perform semi-skilled work in maintaining History Colorado assets, including routine repairs to buildings and facilities such as painting, plastering, roof repairs, light plumbing repairs, light electrical equipment (lamps, tubes, ballasts) repairs/replacement, HVAC, cleaning in mechanical spaces and other general maintenance duties as necessary.
- Perform all types of general maintenance and routine repairs as requested including but not limited to HVAC, light plumbing, light electrical, light bulbs, replacement of lamps, tubes and ballasts, moving and/or repairing furniture, wall repair patch and paint, cleaning in mechanical spaces, and other general maintenance duties as necessary.
- Perform preventive maintenance and general maintenance of sanitary sewer systems, sump pumps, basins, water closets, sinks, faucets, automatic toilets, automatic faucets, soap dispensers, and waterless urinals.
- Fulfill exterior maintenance duties such as snow removal, mowing, raking, removal of weeds, aeration, watering plants or flowers, power washing, and graffiti removal.
- Coordinate with the Building Engineer for daily duties, maintaining inventory of spare parts, tools, and other equipment needed to complete daily tasks.
- Coordinate with staff in supporting event setups and take downs.
- On a rotating basis, acts as the on-call engineer after hours. During those periods of time, (s)he must be available to respond to emergency situations by cell phone and/or on-site within a reasonable and appropriate time. Emergencies can occur after hours or on weekends or holidays at the History Colorado Center or other local sites or facilities.
- Communicate effectively with staff, volunteers, interns, and guests, providing great service and enhancing their experience at all locations.
- Complete job duties with minimal supervision, in a timely manner, and demonstrate appropriate judgement with attention to detail.
- Observe all common safety procedures and practices associated with small motors, power tools, and other equipment operations.
- Works with volunteers and interns.
- Perform other duties as assigned.

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

Four years of progressively responsible facility operations experience

Substitutions:

At the agency's discretion, demonstrated proficiency of the job position may substitute for the required experience.

The right candidate for this position must possess:

- A positive attitude with a willingness to learn.
- The ability to communicate effectively orally and in writing.
- Attention to detail - thorough in their work and conscientious about time management.
- Knowledge of electric or battery-operated power tools, their design, uses, and maintenance.
- Basic computer skills.
- The ability to operate a motor vehicle and possess a valid drivers license.
- Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish safe work environment for self and others.

Necessary Requirements:

- Must be able to travel independently throughout the state, which may include 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 up to 50 pounds.
- Ability to tolerate odors from a variety of paints, solvents, and other building materials.
- Ability to stand, sit, climb, push, pull, stoop, kneel, crouch, crawl, or reach.

SUPPLEMENTAL INFORMATION:

Effective February 3, 2022, all employees are required to attest to and verify that they are fully vaccinated for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

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.

HOW TO APPLY: Please submit an online application for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. 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.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this job announcement, however, if you need help please contact Dany McCoy at Dany.mccoy@state.co.us.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coloradohistory.org>

Position #GCA08038_5.22

FACILITIES OPERATOR

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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Facilities Operator Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened in 2020 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 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