



Position Description

Position Title: Facilities Technician

Position/FLSA Status: Full-time/Non-Exempt

Department: Facilities

Reports to: Manager of Facilities

Location: 17330 State Highway 371 Brainerd MN 56401

Date Issued: July 2020

Date Revised: May 2025

Position Purpose

Responsible for the operation and maintenance of the Cooperative's building and grounds for optimal efficiency, employee comfort and safety, positive public image and compliance with applicable laws and Cooperative policy.

Responsibilities

Facilities Management (All buildings and property owned by the Cooperative)

- Assist with maintenance for the Cooperative's buildings, HVAC, mechanical and electrical systems and assigned maintenance equipment.
- Inspection of buildings, grounds, and HVAC system and make any necessary adjustments.
- Responsible for maintaining a clean, safe, and comfortable workplace and the operation of heating and cooling equipment.
- Collects and disposes of waste.
- Wash company vehicles.
- Oversee after hours contracted cleaning team to ensure security and proper cleaning of building.
- Compliance with federal and state laws ordinances and codes pertaining to building and grounds.
- Repair and/or replacement of defective equipment or components.
- Assist with oversight of service contracts with outside vendors and any work performed by outside services.
- Snow removal – ensure accessibility to CWP building and grounds.
- Responsible for lawn care/irrigation systems.
- Operation, programming, keying and maintenance of all lock and security camera systems of all CWP's buildings.
- Assist with employees' questions, concerns, including office furniture adjustments.
- Will be back up to getting Crow Wing Power's daily mail pick-up and delivered.
- Fill in and perform duties of Facilities Technician II as needed.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of facilities related to design and construction.
- Knowledge and understanding of project management.
- Excellent verbal and written communication skills with proven negotiation skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills.
- Ability to identify liability, risk and propose solutions.
- Strong commitment to continue learning and employee engagement and inclusion.
- Skilled in the operation of a variety of hand tools and cleaning equipment.

Education/Experience Requirements

- Two (2) years' experience in custodial, building maintenance or general labor.
- Certified boilers license.

Basic Requirements

- Hold a valid driver's license in the state of Minnesota.
- Take initiative of projects and hold oneself accountable for workload with minimal supervision.
- Deal with stress related to work events.
- Be able to work evenings and early mornings.

Physical Requirements

- Frequently required to reach with hands, arms, stand, talk, or hear.
- Frequently be on feet and walk a large amount throughout the day.
- Regularly work in the outdoor elements.
- Regularly required to sit, climb, balance, stoop, kneel, crouch or crawl.
- Occasionally lift and move up to 75 pounds.