

Cheyenne Mountain Zoo Job Opportunity



Position: **Full Time - Maintenance Assistant**

Wage: \$15.50 per hour (benefited)

How to apply:

- All interested parties submit cover letter and resume through indeed.com June 14, 2021
- When applying on Indeed, be sure to answer all screening questions.
- Cover letter should include applicant's dates of availability.
- Cover letter should include how you can play a role in the Zoo's mission and vision in the role you are applying for if given the opportunity to work at Cheyenne Mountain Zoo.

Principal Functions:

Support the Zoo in our mission "to be a leader in conservation, captive breeding and animal care; to connect people with wildlife and wild places through experiences that inspire action."

Help the Zoo achieve our vision of "Every kid. Every time. Goosebumps! Every kid, of any age, will have an experience of a lifetime with every visit."

Permanent Full Time benefited position: Shift will be 8-5 or 7-4. May be required to work a non-traditional work-week including one weekend day.

Cheyenne Mountain Zoo - JOB DESCRIPTION

Position Title: Maintenance Assistant
Department: Facilities Maintenance
Reports to: Facilities Maintenance and Grounds Manager
Supervises: None
FLSA Status: Non-Exempt

POSITION SUMMARY: This position is responsible for supporting the maintenance team by assisting with work orders, expediting materials from local suppliers, upkeep maintenance shop facilities, providing labor assistance for small projects and work orders, assisting with snow removal, assisting with set up of events and Christmas lights, etc.

QUALIFICATIONS AND REQUIREMENTS:

- High School diploma or GED is required
- Submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.
- Must be able to provide proof that you can legally work in the United States.
- Must have a valid Driver's License and be insurable as a driver in the state of Colorado.
- Computer efficiency in computer applications such as Word, internet and email. Excel is a plus.
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public.

- Ability to make good decisions regarding support of the maintenance team
- Ability to remain calm under pressure
- Ability to work at a fast pace while still paying attention to detail
- Take ownership and pride in responsibilities
- Possess the ability to organize and prioritize while working with strict deadlines
- Available to work flexible schedule including weekends and holidays
- Able to work both alone or with minimal supervision and as part of a team
- Exceptional guest service skills

RESPONSIBILITIES AND DUTIES

ORGANIZATIONAL EXPECTATIONS:

- Maintain courteous, helpful and professional behavior on the job. Support the success of the entire team by promoting a collaborative work environment.
- Adhere to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contribute to problem-solving and cooperate with identified resolutions.
- Maintain discretion with confidential information.
- Demonstrate regular attendance and punctuality.
- Bring issues and process improvement ideas to the attention of the Supervisor.
- Maintain verbal and written skills required for the position.
- Attend meetings and participates in committees as required.
- Complete trainings as required.
- Adhere to Company Dress Code Policy. Always “Zoo Crisp!”
- Demonstrate appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

DEPARTMENTAL EXPECTATIONS:

- Maintain a clean, hazard free work area and shop.
- Maintain a high level of customer service and satisfaction
- Utilize electronic work order system to manage work orders, log time, etc.
- Maintains courteous, helpful and professional behavior on the job. Displays a willingness and ability to be responsive in a warm and caring manner to all customer groups. Consistently cooperates and supports organization in problem-solving issues.
- Maintains maintenance records and files
- Provide a safe environment for the guests, animals, themselves & their co-workers
- Follow OSHA and Zoo safety guidelines
- Maintaining a positive, productive relationship with all other Zoo staff
- Contribute to a positive work environment
- Able to move and think quickly to avoid dangerous situations
- Seasonally participate in snow removal as part of the snow removal team.
- Must be able to work under exigent circumstances to finish task in emergencies and in the process maintain self-control common sense and good judgment.
- Expected to maintain integrity and honesty in the performance of duties.

POSITION SPECIFIC EXPECTATIONS:

- Assist maintenance department team members with work orders, projects, tasks that require more than one person to complete.
- Clean and provide regular upkeep of Maintenance shop, service areas, and material storage areas following established protocols
- Ensure that tools and equipment are stored in their proper location daily.
- Maintain an inventory of high use items for maintenance team.
- Make parts and materials runs daily to local vendors and suppliers.
- Make tool, parts, and materials deliveries to maintenance staff working on grounds as needed.
- Assist grounds and events teams with major event set up such as Boo at the Zoo and Electric Safari
- Assist in preventative maintenance of zoo equipment and systems
 - Provide labor support to work orders and small projects
- Other duties as required –may include support of horticulture, grounds, or events departments

BENEFITS AND COMPENSATION

This Position is a fully benefited position including group medical, dental, vision life, and disability insurance; paid holiday, vacation & sick time; retirement plan, a zoo membership; and eligibility for the bonus program. Compensation for this position will be \$15.50 per hour

INDEPENDENT ACTION

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

EXTERNAL AND INTERNAL RELATIONSHIPS

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to manipulate, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 70 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.
- Environmental Conditions – Working in a closed office environment and an outdoor environment.

Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office or Zoo environment. Subject to exposure to animals or Guests which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.

- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.