



**About RMHC-Denver:** Since 1979, Ronald McDonald House Charities of Denver, Inc. (RMHC-Denver) has offered a loving home away from home to families needing to be near their seriously ill or injured children while they're being treated at metropolitan area hospitals.

Job Title: <b>Facilities Technician</b>	Effective Date: <b>01/03/2025</b>
Reports to: <b>Facilities Director</b>	FLSA Classification: <b>Nonexempt, hourly</b>
Position Level: <b>Individual Contributor</b>	Pay Range: <b>\$23.32 - \$30.02 per hour</b>

**Join our team as Facilities Technician!**

RMHC-Denver is seeking a dedicated, organized and motivated individual to join our team as Facilities Technician. In this role, you will provide essential maintenance support to ensure the comfort and wellbeing of our guest families and staff. If you are motivated and passionate about making a difference, we would love to hear from you! *To protect the health of the families we serve and our staff, Ronald McDonald House Charities of Denver has a mandatory Flu Vaccination requirement for all employees. Exemptions may be considered.*

**Job Summary**

The Facilities Technician works as a team with the Facilities Director by handling daily and long-term maintenance needs of the House to ensure the comfort and wellbeing of the guest families. Responsibilities include electrical and plumbing repairs, painting, general maintenance and grounds work. Provides weekend and emergency support as needed.

**Essential Duties, Responsibilities & Functions**

The primary duties and responsibilities of this position are listed below. The primary duties of this position may be modified based on business needs or regulatory requirements. This position may be assigned additional duties not specifically listed below.

**Maintenance and Vendor Coordination**

- Assist with troubleshooting and repairs of buildings and installed systems (plumbing, electrical, HVAC, life safety systems).
- Repair and maintain house furnishings (laundry equipment, kitchen appliances, TV/cable systems, bedroom furnishings, blinds, windows).
- Collaborate with Facilities Director on coordination of projects for vendors and contractors.
- Complete daily repair requests, prioritizing family needs over other projects.
- Replace and repair House finishes (ceiling tiles, door hardware, painting common spaces and rooms).
- Inspect buildings, grounds, and equipment for unsafe or malfunctioning conditions, and perform preventative maintenance.
- Coordinate and provide direction to volunteers on daily tasks and special projects.
- Respond to the House emergency situations and family service requests such as power outages or equipment failures.
- Work cooperatively with housekeeping staff to ensure rooms are ready for new guests.

**Technical and Compliance Responsibilities**

- Demonstrate proficient knowledge and proper care and use of tools and equipment used.
- Maintain detailed records of maintenance activities, repairs, and inspections.
- Use technology including smartphones, tablets, computers, web-based applications, and building automation systems.
- Comply with all applicable codes, regulations, and governmental agency requirements, practicing safe work habits.

### Collaborative Communication

- Effectively communicate with house guests and address their concerns.
- Communicate relevant information with staff, and vendors.
- Maintain a neat and professional appearance while on the property.

### Education, Experience & Abilities

- Passion for working with families and children.
- High School diploma or GED required.
- A minimum of three years of experience in property management maintenance, building maintenance, or related is required.
- Strong knowledge of HVAC, plumbing, and electrical systems. Proficiency with hand tools and mechanical systems.
- Proficient in reading, writing, and speaking English to ensure safety and productivity in performing job duties.
- Detail-oriented and accurate, thriving in a fast-paced environment.
- Familiarity with Microsoft Office applications (Word and Outlook) with the ability to learn and use the Family Registry system.
- Strong communication and customer service skills.
- Proactive and able to take initiative without prompting, prioritize and accomplish multiple tasks with minimal supervision.
- Demonstrates punctuality, professionalism, and a positive, respectful attitude.
- Capable of learning from experiences and applying knowledge to new situations.
- Maintains a positive attitude towards work, colleagues, and customers.

### Physical Requirements

- Ability to perform physical requirements of an office-based position, including sitting, standing, lifting, and operating office equipment.
- Regularly lift and/or move up to 25 pounds.
- Frequently lift and/or move up to 50 pounds.
- Occasionally lift and/or move up to 100 pounds.
- Regularly stand; walk; use hands to finger, handle, or feel objects, tools or controls.
- Regularly reach with hands and arms; stoop, kneel, crouch, climb, or crawl.
- Ability to travel back and from between the House locations.

This is a full-time, non-exempt, hourly position, with the expectation of working 40 hours per week. The general work schedule will be M-F, to include some evenings and occasional weekends. This position will be split between our Denver House and our Aurora House. This position is eligible for all full-time benefits, including health, vision, dental, long-term disability, life insurance, an EAP, and a retirement savings benefit (eligible after the waiting period), paid time off, and sick leave.

**Our Culture:** At RMHC-Denver, our culture is built on collaboration, innovation, and a shared commitment to our mission. We value diversity and encourage open communication, and we celebrate our successes together and support each other through challenges. Join us and be part of a team that is dedicated to making a real difference in the lives of families in need.



**How to apply:** Please submit a resume or application to [careers@rmhc-denver.org](mailto:careers@rmhc-denver.org). Position will be open until filled. No phone calls, please.

RMHC-Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RMHC-Denver complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.