



## POSITION DESCRIPTION

Position Title:	<b>Facilities Technician</b>		
Description Number:	4.1.4	Classification:	Technical
Department:	Engineering	FLSA Status:	Non-exempt
Date issued/Revised:	April 2024	Employment Status:	Full-time

*The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.*

### **Summary of Position:**

Responsible for the safe and efficient operation, daily monitoring, and maintenance activities associated with the general upkeep, standard procedures, positive public image, and regulatory compliance of the Cooperative's buildings and grounds. Assure well-managed, well-maintained buildings and grounds, placing emphasis on a space for which you are honored to present to members, and that supports a safe, quality, and productive environment for employees in alignment with the operational goals and objectives.

### **Leading Self:**

1. **Communicate Effectively** – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. **Interpersonal Skills** – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. **Manage Self/Results Oriented** – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. **Individual Performance and Technical Knowledge** – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively.
5. **Continuous Learning** – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself.
6. **Adaptability** – Learn quickly when facing new problems. Change approach midstream when something isn't working.
7. **Customer Focused** – Dedicated to meeting the expectations and requirements of internal and external customers.
8. **Teamwork** – Understands and be committed to the goals of the team. Collaborate well with others.
9. **Business Focused** – Understands LREC's business and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC business objectives.

### **Job Responsibilities:**

1. **Facilities Management** (all buildings and property owned by the Cooperative except substations)

- a) Maintain facility (Pelican Rapids and Otter Tail buildings) assets through scheduled preventative maintenance, annual inspections and repair activities which includes but not limited to roof inspections and repairs, concrete and asphalt paving inspections and repairs, mechanical and electrical (i.e.: solar panels, generator) systems inspections and repairs, warehouse equipment (i.e.: garage doors, warehouse crane system) and any other facility or equipment inspections and repairs.
- b) Manage efficient and effective operation of HVAC, electrical and mechanical systems. Contacting service providers for repairs and maintenance as needed.
- c) Maintain all tools and equipment in clean, safe, working order. Repair and/or replacement of defective equipment or components. Recommend equipment needed to perform duties effectively and efficiently.
- d) Oversight of service contracts with outside vendors and any work performed by outside services.
- e) Thoroughly and accurately maintain documents relating to work orders, preventative maintenance and department procedures.
- f) Demonstrate an understanding and adherence to all work safety policies, procedures, and governing federal and state laws, ordinances and codes pertaining to buildings and grounds.
- g) Execute regulatory inspections and testing as a Certified Class A/B Operator for the underground storage tank (UST) program.
- h) Champion overall safety and comply with OSHA, and other local, state and federal regulations.

**2. Building Services (Pelican Rapids and Otter Tail buildings)**

- a) Maintains cleanliness of buildings including windows, flooring, painting, and appliances, etc.
- b) Collaborate with warehouse and mechanics for two person job tasks, supply pick up, deliveries, miscellaneous activities or requests.
- c) Custodian services
  - i) Ensure a clean and safe work environment, including floor cleanliness, day to day upkeep, immediate action, follow through and caution notices on spills, damages, leaks, and repairs. Oversee contracted custodian services, defining appropriate work during the timeframe of work hours.
  - ii) Ensure proper disposal of refuse collected not managed by custodian services. Recycle when appropriate and deliver recyclable material to collection sites, for example light bulbs & other miscellaneous materials.
- d) Safety
  - i) Maintain appropriate stock and required quantities of First Aid Kit supplies.
  - ii) Execute regularly required compliance inspections, including fire extinguishers, garage doors, etc.
  - iii) Oversee operating and testing of water, fire, and alarm system testing by appropriate agencies.
- e) Meeting Room Management
  - i) Take action on meeting set up requirements and food/beverage needed as requested.
  - ii) Coordinate meeting room schedule for public meetings. Verify on-line calendar for set up.
  - iii) Assist IT department with storage, care and set up of meeting room audio/visual equipment.
- f) Furniture
  - i) Assist employees with adjustment and proper operation of furniture including office cubicle components.
  - ii) Maintain, repair, move or purchase office furniture or equipment, as appropriate.
- g) Supplies
  - i) Oversight of vending services.
  - ii) Manage quantity levels and order kitchen supplies, such as coffee, paper products, etc.
  - iii) Purchase and storage of routine cleaning, maintenance and restroom supplies; ensure proper updates to Safety Data Sheets (SDS) storage for all employee awareness.
- h) Security

- i) Manage computerized building control system and key access system. Operation, programming, keying and maintenance of all lock and security systems (except substations).
- ii) Maintain accurate documentation of issued and stored building keys.
- iii) Coordinate daily locking and unlocking of headquarters.
- iv) Collaborate as appropriate on security camera requirements.

**3. Grounds Maintenance (Pelican Rapids and Otter Tail buildings, not substations)**

- a) Responsible for upkeep of grounds including grass, landscaping, trimming, gutter cleaning, snow removal, and refuse removal.
- b) Execute frequent and regular inspections of grounds, making any necessary adjustments, as appropriate.
- c) Repair and/or replace defective equipment or components. Recommend equipment needed to perform duties effectively and efficiently.
- d) Ensure execution, maintenance, testing, and standards are met for the below. This may include oversight of outside vendors and the work they perform.
  - i) Lawn care/irrigation systems
  - ii) General care of natural prairie
  - iii) Snow removal – ensure accessibility to LREC buildings and grounds
  - iv) Garbage services

**4. Projects**

- a) Discusses repair and maintenance needs with supervisor and department VP, research and make recommendations for major repairs, solicits and analyze bids from contracts for repairs, renovations and maintenance.
- b) Manage purchase of equipment, supplies, property and contracted services.
- c) Assist with planning, development and construction of special projects involving building and grounds.
- d) Assist with annual forecasting of budget related to buildings/grounds.
- e) Completes all special projects associated with building or grounds, as requested.
- f) Proactively raise suggestions, concerns and matters that may enhance the image, security, efficiency, or productivity of the Cooperative’s facilities.

**Reporting Relationships:**

Reports to:	Material Supervisor
Supervises:	No one
Directs work of:	Contracted services, vendors
Team members:	IT, LREC employees
External relationships:	Contractors performing services for the Cooperative, sales people and technical representatives, members and visitors at LREC’s facilities

**Specifications:**

**Qualifications:**

- High school diploma or equivalent and 3 years facilities management, custodial or other relevant area.
- Obtain certification as a Class A/B Operator for the underground storage tank (UST) program within 1 year in the position.
- Basic knowledge of building systems, including HVAC, carpentry, electrical, plumbing, maintenance, and inventory control.

- Safely operate janitorial and ground maintenance equipment, use hand and electrical tools, and read and interpret technical building documentation.
- Intermediate computer proficiency, with ability to use Microsoft Office products including Outlook.
- Must maintain a valid driver license and motor vehicle insurance.
- Capacity to work standard work hours, Monday – Friday 7:00AM – 3:30PM with flexibility to ensure building is ready for work day. Ability to support the operational needs by responding on the weekend or evening to snowfall or building emergencies. Assistance will also be expected during major outages.
- Must be able to successfully complete pre-employment screening which may include a physical examination, drug screening, background check, reference check, and motor vehicle record check as applicable to the position.

**Skills and Abilities:**

- Strong verbal and written English communication skills, executing thorough customer service
- Ability to work independently and as part of a team environment
- Effective time management and organizational skills
- Ability to prioritize and plan complex and/or multiple tasks or projects
- Perform proactively, take initiative and follow through on all tasks and communication
- Ability to respond to emergencies in a timely manner and prioritize important work
- Must be dependable, trustworthy and maintain a high level of confidentiality

**Physical Demands and Working Conditions:**

**Summary:**

Work indoors and outdoors performing physical custodial tasks, occasionally with great physical exertion. Frequently work around low voltage electricity.

Work outdoors during severe weather, specifically clearing snow during and after winter storms.

**Definition of frequency examples:**

- Frequently – Every day to once a week occurrence.
- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

<b>Physical Demands Required to Perform Duties:</b>	
<b>Physical Demands</b>	<b>Frequency Examples</b>
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally lift equipment and materials weighing up to 100 lbs.
Twisting, Pushing, Pulling	Frequently
Climbing, Balancing	Frequently
Kneeling, Crawling	Frequently
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently

<b><i>Physical Demands Required to Perform Duties:</i></b>	
Bending	Frequently
Gripping, Grasping	Frequently
Other physical demands	Not Applicable
<b>Working Conditions</b>	<b>Frequency Examples</b>
Exposure to outdoor conditions	Frequently
Low visibility	Occasionally
Noise	Frequent work around mechanical equipment
Moving parts	Frequently
Energized equipment	Frequently
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Frequently
Vehicular traffic	Occasionally
LED/LCD screens	Occasionally
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable