Centennial Water and Sanitation District is currently accepting applications for a full-time building Operations Specialist position. Principal duties include the operation and maintenance of the District’s main office building and provide general administrative support for the operation of this facility.

Duties include the management of the basic environmental systems for the building such as HVAC, plumbing and electrical. Responsible for coordinating building maintenance and other services from outside vendors and trades (e.g.: plumbers, HVAC technicians, janitorial services, etc.). Also performs light maintenance and repairs. Responsible for coordinating building security system and being on call after hours in the event of an emergency. If major repairs are required, position will define and prepare scope and secure bids for projects. Management of external maintenance activities such as landscape, parking lot, and lighting are also part of duties. Snow shoveling of entry during the day may also be required. Position will also provide setup of main conference room for public meetings and assist with reception area coverage for short periods.

Applicants must have a high school diploma or GED equivalent, minimum of two years of facilities maintenance experience and general knowledge of mechanical, electrical and plumbing systems. A working knowledge of Microsoft Excel and Word is desired.

A valid Colorado driver’s License and acceptable motor vehicle record are required.

Minimum starting salary is $21.32 - 23.45 per hour. Excellent benefits are included.

Pre-employment drug screening will be performed.

To apply for this position, please click HERE

Applications will be accepted until the position has been filled.

Job Posting No. 2020-023
July 15, 2020