



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
lowell.edu | 928.774.3358

POSITION ANNOUNCEMENT

FACILITIES AND MECHANICAL TECHNICIAN

The Facilities & Mechanical Technician position is primarily responsible for the upkeep of equipment, vehicles and facilities. This position reports to the Mars Hill Facilities Manager and works alongside a team of grounds and facilities staff. Physical work is a primary part of the job, often outdoors and in inclement weather.

RESPONSIBILITIES

- **Automotive maintenance of fleet vehicles and other equipment**
Maintenance and minor repairs or coordinating repair services from local contractors or Lowell technicians as required. Maintain logs of inspections and performs maintenance on vehicles and grounds equipment such as tractors, snow blowers, utility carts, facility equipment HVAC units, and safety equipment such as Automatic External Defibrillators. Electronic logs, if used, must be accessible to other Lowell staff. Monitor and order replacement supplies as necessary.
- **Facilities maintenance**
Maintain lighting – bulb replacement and cleaning of interior and exterior lighting fixtures. Maintains, cleans and repairs windows, doors, floors, walls and ceilings. Participates in furniture moves between offices and buildings. Inspects and does occasional maintenance on roofs, gutters, decks, siding, etc.
- **Seasonal yard and grounds maintenance, including snow removal.**
Works with landscape and gardens maintenance staff – planting, mowing, irrigation repair, raking, shoveling. Member of Snow Crew -- Road and walkway maintenance – snow removal both manual shoveling and with a truck or tractor, responsible for safety for public and staff access to campus.
Trees and bushes – planting, trimming, debris removal. Painting exterior – handrails, curbs, often on ladders and occasionally on scaffolding.

- Performs miscellaneous job-related duties as assigned as part of a team and without supervision
- Basic computer skills – email correspondence and recording time
- Meets daily/weekly with Facilities Manager and team for assignment of tasks
- Responsible to keep logs of assigned and completed tasks
- Other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

- Snow Team – on call throughout the winter months
- Strong mechanical aptitude
- Requires valid Driver’s License
- Ability to analyze mechanical failures
- Ability to understand written and verbal communications
- Ability to operate mowers, tractors, snowplow, leaf blowers, chainsaws, table saws and other related power equipment preferred
- Ability to read, understand, follow and enforce safety procedures
- Ability to work independently or as part of a team, to follow through on projects and problem solve
- Ability to learn new skills

EDUCATION/EXPERIENCE

- H.S. diploma or equivalent required.
- Experience working in an OSHA-compliant environment preferred.
- Experience with vehicle maintenance and small motor equipment required.
- Two or more years of custodial or grounds experience preferred.
- Basic building maintenance and upkeep experience preferred.

WORKING CONDITIONS

- **Mandatory** – when snow is forecast this position will be on call and may be required to work extra time, on weekends and holidays.
- Considerable physical activity, requires heavy physical work; lifting, pushing or pulling of objects more than 50 lbs. Physical work is a primary part of the job. Office moves, working with a partner to lift heavy items, involve moving desks and cabinets, can occur several times per year.
- Work involves frequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Some exposure to hazards or physical risk requires adherence to safety precautions.
- **Mandatory** - Work may require using a company vehicle to service remote locations, year round. Candidate must have or be able to obtain a valid AZ Driver’s license and have

an excellent driving record. A Motor Vehicle department background check will be performed annually. Serious violations will be grounds for immediate dismissal.

- **No Smoking campus** – due to the historic nature of our site all Lowell Observatory grounds and facilities are smoke-free, at all times.

Status:	Regular, Full-time 40 hours a week
Schedule:	40 hours/week; expect more hours during periods of heavy snow. Morning availability required, during periods of heavy snow weekend work is required. Required work day is 7AM- 3:30PM
Compensation:	\$24-\$30/hour. Depends on Experience/Skills; we also pay a bonus of \$4/hr during heavy snow
Benefit Eligible:	Yes*
FLSA Classification:	Hourly, Non-Exempt
Location:	Flagstaff, Lowell Observatory's Mars Hill Campus

To Apply:

Please send the following documents to jobs@lowell.edu or drop them off at the Lowell Observatory Visitor Center at 1400 W Mars Hill Road, Flagstaff, AZ

- Lowell Standard Application (www.lowell.edu/careers)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three references

The first review of applications will begin on September 26th. The position is open until filled.

*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Employment is subject to passing a background check

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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