



# CROSSPURPOSE

## District Campus Service Technician 2025 Job Description

### **Scope and Position Responsibilities:**

The District Campus Service Technician is responsible for performing routine maintenance, repairs, and overall facility upkeep across the four CrossPurpose campuses locations in Denver, CO (Headquarters), Aurora, CO, Arvada, CO, and Englewood, CO. This role ensures all facilities are safe, fully functional, and consistently maintained at a high standard to support the mission of CrossPurpose.

This is a hands-on, field-based role requiring regular travel between campuses. The technician works closely with campus leaders to address immediate needs, execute preventive maintenance plans, and ensure each location reflects a professional, welcoming, and well-cared-for environment for staff, leaders, and guests. The Technician is expected to take ownership of campus conditions and deliver long-term, high-quality solutions.

### **Department:** Facilities

Supervisor: Director of Campus Operations

Direct Reports: 0

Indirect Reports: 0

### **Major Areas of Responsibility:**

#### **Facility Maintenance & Repair**

- Perform hands-on maintenance and repair across all campuses, including HVAC troubleshooting (filter changes, thermostat calibration, minor repairs), basic plumbing (clogs, leaks, fixture replacement), electrical (lighting, outlets, ballast/fixture replacement), and carpentry (doors, hardware, trim, drywall repair).
- Diagnose issues quickly and determine whether resolution should be handled in-house or escalated to a vendor.
- Maintain all interior and exterior building components, including doors, locks, windows, flooring, ceilings, walls, and common areas.

## **Preventive Maintenance & Asset Care**

- Execute and take ownership of a preventive maintenance program across all campuses (HVAC filter schedules, seasonal system checks, life safety systems, etc.).
- Proactively identify and address wear-and-tear issues before failure occurs.
- Maintain equipment and facility assets to extend lifespan and reduce long-term capital costs.

## **Daily Campus Readiness**

- Ensure all classrooms, offices, and common spaces are operational, clean, and presentation-ready each day.
- Respond to service requests such as furniture adjustments, installations, and minor repairs, and room reconfigurations.
- Support a consistent, high-quality environment across all campuses.

## **Event & Program Support**

- Set up and tear down rooms for classes, events, graduations, and external rentals (tables, chairs, basic AV coordination, staging).
- Partner with Event Services to ensure spaces are fully functional, properly configured, and reset between uses.
- Troubleshoot and resolve last-minute issues during events as needed.

## **Safety & Compliance**

- Ensure all facilities meet safety standards, including fire/life safety systems, emergency lighting, exit access, and general code compliance.
- Conduct routine safety walkthroughs and immediately address hazards.
- Support inspections and maintain readiness for regulatory or licensing requirements.

## **Multi-Site Operations**

- Travel regularly between campus locations in Denver, Aurora, Arvada, and Englewood prioritizes work based on urgency, impact, and operational need.
- Maintain consistent maintenance and presentation standards across all locations.
- Communicate clearly with campus staff regarding timelines, expectations, and completion of work.

## **Vendor & Project Coordination**

- Coordinate and oversee third-party vendors for specialized repairs or services (HVAC, electrical, plumbing, janitorial, etc.).
- Ensure vendors perform work efficiently, within scope, and to the expected quality standards.
- Assist with small facility improvement projects, including painting, minor buildouts, and installations.

## **Inventory & Tools Management**

- Maintain an organized inventory of tools, parts, and maintenance supplies across campuses.
- Ensure commonly used materials are stocked and readily available to minimize downtime.
- Track usage and anticipate reordering needs.

## **Work Order & Reporting Discipline**

- Utilize a work order or tracking system to log, prioritize, and complete maintenance requests.
- Document completed work, recurring issues, and facility trends.
- Provide monthly maintenance reports to the Director of Campus Operations, including insights and recommendations.

## **Quality & Workmanship Standards**

- Complete all work with a high level of craftsmanship, professionalism, and attention to detail.
- Ensure repairs are done the first time correctly, minimizing repeat issues and temporary fixes.
- Take ownership of the overall condition, appearance, and functionality of each campus.
- Identify and correct substandard work (internal or vendor) to maintain facility quality.

## **On-Call & Emergency Response**

- Participate in an on-call rotation (minimum two weeks per month) to respond to after-hours emergencies such as HVAC failures, plumbing leaks, or facility/security concerns.
- Respond with urgency and sound judgment to minimize disruption to operations.

## **Qualifications:**

- High school diploma or equivalent.
- Minimum of 3 years of experience in facility maintenance or a related field.
- Proficiency in HVAC, plumbing, electrical systems, and general carpentry.
- Ability to troubleshoot and solve technical issues independently.
- Certification in one or more technical areas (e.g., HVAC, electrical, plumbing).
- Experience managing multiple locations or facilities.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Adaptable and solution-oriented mindset.
- Ability to lift to 50 pounds.
- Frequent standing, walking, bending, and climbing ladders.
- Availability for occasional evening or weekend work to address urgent maintenance needs
- Passion for the CrossPurpose mission and values.

**Hours, Compensation, and Benefits:**

**Hours:** 40+ hours/week. Regular schedule Monday, Wednesday, Thursday, Friday: 6:00 AM – 2:00 PM, Tuesday: 9:00 AM – 5:00 PM, On-call a minimum of two weeks per month for after-hours emergencies. **Note:** Work hours may fluctuate based on campus and operational needs.

**2026 Salary/Wage:** \$58,000 - \$69,600 Annually (Custodial III)

**Vacation:** 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

**Sick Days:** 6 days per year

Insurance Benefits: Health, dental, vision, workers' compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

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Employee

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Date