



DOWNTOWN DEVELOPMENT AUTHORITY
FORT COLLINS, COLORADO

April 15, 2019

Thank you for your interest in the **Technology and Maintenance Manager** position at the Downtown Development Authority. The job description is attached.

The annual salary range for this position is \$54,000 to \$65,000.

Please complete the attached job application and return with a cover letter and resume to kklenk@fcgov.com.

Applications will be accepted until 8:00am on Monday, April 29, 2019.

Technology and Maintenance Manager

SUMMARY: This position is accountable for the general property maintenance of DDA assets and the operations and maintenance of the organization's technology systems including programmable logic controls; lighting software controls and installations; closed-circuit surveillance cameras including hardware, connectivity, and data management; specialized image projection systems; mechanical pump systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

- A. Schedules and manages repairs to DDA-owned or managed property as necessary. Implements preventive maintenance where possible. Communicates with contractors and tenants/users.
- B. Ensures that maintenance meets goals of fiscal responsibility, safety, and aesthetic quality.
- C. Builds and maintains positive and productive working relationships with internal staff, contracted vendors, and/or public and private partners.
- D. Coordinates with a private management company and their business tenants, and the Downtown Business Association to inform and respond to concerns related to Old Town Square maintenance, seasonal events and other activities.
- E. Provides routine updates including monthly tracking and program status reports to Executive Director, as requested.
- F. Researches and implements new technologies or methods to improve operational efficiency.
- G. Directs vendors engaged in maintenance activities for DDA-owned and DDA-managed properties; oversees and directs maintenance personnel and workers engaged in equipment installation, facilities equipment repair, and preventive maintenance.
- H. Inspects completed work for conformance to construction documents, specifications, and standards.
- I. Suggests changes in working conditions and use of equipment to increase efficiency of organization's property assets.
- J. Checks functioning of newly-installed equipment to evaluate system performance under actual operating conditions.
- K. Analyzes proposals and related technical data pertaining to equipment and related design for DDA-managed capital projects.
- L. Works cooperatively with the Downtown Business Association, Visit Fort Collins, the City of Fort Collins and other related entities on issues and projects of mutual interest.
- M. Performs audits to support facility planning and maintenance.
- N. Directs activities of workers engaged in performing building maintenance and janitorial services.
- O. Acts as liaison to public safety, public utility, environmental, and energy agencies.
- P. Support project managers in review of new capital project designs related to ongoing and long-term maintenance requirements.
- Q. Oversee the specifications and operational maintenance of closed circuit surveillance camera system for Old Town.

- R. Responsible for all active records administration pertaining to camera surveillance system.
- S. Administers Colorado Open Records requirements as it relates to video recordings.
- T. Coordinates with Police Services to provide requested evidence for criminal activity and other public safety related needs.
- U. Responsible for management of storage, retrieval, timely destruction and security of camera video retention system; monitors adherence to legal and organization requirements related to retention, dissemination, access, storage, and security of information for camera surveillance equipment.
- V. Coordinates operations, maintenance, and upgrading of camera system, lighting control systems in enhanced infrastructure locations, and other essential technology.
- W. Monitors adherence to legal and organization requirements related to retention, dissemination, access, storage, and security of information for camera surveillance system.
- X. Directs installation and checks operation of electronic security equipment.
- Y. Analyzes product or equipment specifications and performance requirements to determine designs and appropriate features for DDA capital projects relative to outdoor lighting features.
- Z. Responds to requests from police, district attorney's office, and the general public and implement record retention policy pursuant to evidentiary practices.
- AA. Plans for future camera locations.
- BB. Reviews periodic surveillance video to identify maintenance vendor work performance (trash enclosures, graffiti, snow removal, power washing, etc.).
- CC. Work with Police Services to train new officers in the use and function of remote access controls for closed circuit video surveillance system
- DD. Operate and maintain N-light programming system and light settings, and coordinate light settings for permitted events with event producers
- EE. Manage and maintain specialized water feature functions including programmable logic control system (PLC), and chlorinator, UV system, acid ph system, pumps, exhausts).
- FF. Other duties as assigned by Executive Director.

EDUCATION AND EXPERIENCE

Three (3) to five (5) years of progressively responsible experience in similar or related fields. Required high school diploma or equivalent. University or college degree preferred, associate degree, or equivalent professional trade certifications.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

The qualities listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

KNOWLEDGE SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of construction and technical documents in text, mathematical, diagram, or measured drawing form.
- Comfortable working in a fast-paced, dynamic environment. Able to prioritize multiple initiatives.

- Responds to inquiries or requests from citizens, staff, or other agencies in person, by telephone, or via email.
- Coordinates work items, scheduling, and communications among government agencies, citizens, and others as needed.
- Observes work in progress to ensure that procedures are followed and materials used conform to projects as approved by the Executive Director.
- Demonstrated superior written and verbal communication with the ability to prepare and present material to the Executive Director and DDA Board of Directors.
- Proven exceptional customer services skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

Last Name First Name Middle Name Telephone Number

Present Street Address City State Zip Code

Email Address

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation?
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business
or employment outside of our job? Yes No

If yes, give details _____

For Driving Jobs Only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) _____

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS

Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
---------------------------------	------------------------------------	---------------------

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying? _____

What machines or equipment can you operate that relate to the job for which you are applying? _____

**W
O
R
K
H
I
S
T
O
R
Y**

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving

**R
E
F
E
R
E
N
C
E
S**

Have you worked or attended school under any other names? Yes No
 If yes, give names: _____

Are you presently employed? Yes No
 If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No
 If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.