Computerized Maintenance Management Software Administrator
– Boulder, CO

Eco-Cycle, one of the nation’s largest non-profit recyclers, seeks a part-time Computerized Maintenance Management Software (CMMS) Administrator at the Boulder County Recycling Center in Boulder, CO.

Employee Status: Part-time, hourly, non-exempt
Reports To: Operations Director
Compensation: Hourly wage $20.00-$25.00 per hour, depending on experience and skills

General Job Description:
Eco-Cycle’s Computerized Maintenance Management Software (CMMS) Administrator is an IT and software savvy person who works to support the Material Recovery Facility Maintenance Department. Working at the Boulder County Recycling Center, the position is responsible for communicating with plant maintenance and production staff and entering work orders, invoices, spare parts inventory, and related information into our cloud-based maintenance management platform.

Responsibilities:
• Able to collaborate with and support the MRF Director, Maintenance and Production teams in documenting all plant maintenance activities and associated costs.
• The CMMS Administrator must learn, enter data into and generate reports using our Manager Plus CMMS cloud-based program.
• The position requires strong IT skills including database management and cloud-based software, and knowledge of computer software applications including Excel, PowerPoint, and Word processing.
• The ideal candidate will be self motivated and have results focused attitude.

Salary and Compensation:
This is a part time, approximately 20 hours per week, temp to hire position with a starting salary of $20.00 to $25.00 per hour with an opportunity to grow into a full-time company employee. Excellent benefits package is available as a company employee.

To Apply:
Interested candidates should send resume and cover letter to recycle@ecocycle.org with “CMMS Position” in subject line. Please no phone calls or drop-ins.

Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.