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| Facility  Name: |  |

**JOB INFORMATION**

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| Job  Title: |  | Department: |  |
| Reports  To: |  | FLSA  Status: | Exempt  Non Exempt |
| Prepared  By: |  | Date  Prepared: |  |
| Approved  By: |  | Approved  Date: |  |

**SUMMARY**

Operates and maintains plumbing, electrical, HVAC, ice, and other systems for the facility. Assist with the daily operations of the venue’s physical plant including but not limited to maintenance needs, cleanliness, event coordination and daily activates of the staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Perform preventative maintenance and repairs on all building systems.
2. Daily maintenance work to include carpentry, electrical, refrigeration, plumbing, painting and other operations work as necessary.
3. Maintain a safe clean work area.
4. Participate in cleaning and maintenance duties as necessary.
5. Assist with inventory control of equipment, operation and event supplies.
6. Follow preventative maintenance plans.
7. Assist with the inspection of the physical condition of facility, making changes as necessary.
8. Maintain superior relationships with vendors and users of the facility.
9. Operate in an energy efficient manner by adjusting lighting and HVAC to minimal usage.
10. Maintain public areas, parking lots, loading docks, service corridors and storage rooms in a clean, safe and efficient manner.
11. Be familiar with custodial procedures including, MSDS, equipment, proper usage of chemicals and proper personal protective equipment.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Thorough knowledge of methods, practices, equipment and machinery used in building maintenance, ice making, and of general public facility maintenance procedures.
2. Ability to work a varied schedule under diverse conditions and according to sometimes stringent time schedules.
3. Knowledge of and ability to execute safety programs.
4. Ability to work with minimal supervision and establish priorities.

**EDUCATION and/or EXPERIENCE**

1. High School diploma, GED or equivalent.
2. Ability to operate light machinery, such as fork lifts, front end loader, and scrubber.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Applicant must possess current, valid driver’s license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.
2. Hold applicable state and local licenses (boiler, contractor and HVAC).
3. Willingness to obtain necessary certifications.

**LANGUAGE SKILLS**

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram and schedule form.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

**REASONING ABILITY**

1. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
2. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
3. Ability to define problems, collect data, establish facts and draw valid conclusions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to cold temperatures and elevated noise levels, depending on the nature of a particular event.

**CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

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| --- | --- | --- | --- | --- |
| Employee  Signature: |  |  | Date: |  |