

## OPERATIONS MAINTENANCE SPECIALIST

### NATURE OF WORK:

Performs a variety of maintenance, custodial and event preparation tasks. Duties are varied and based on the needs of each individual event. Some independent judgment in making decisions if required. Regularly supervises part-time and contract service laborers. Most work is subject to checks and controls or verified by others. Employee has contact with immediate associates and the general public. Duties are heavy in nature requiring considerable physical activity, are performed under occasional hazardous conditions and require normal attention to prevent errors.

Will be required to work odd and unusual hours as assigned by supervisor.

### SUPERVISION:

Employee works under general supervision referring questionable cases to the supervisor. Will be assigned as lead worker over part-time or full-time employees as well as contract service providers. Reports to the Operations Supervisor.

### ESSENTIAL JOB FUNCTIONS:

Supervises and assists in repair, maintenance, and cleanliness of facility structures and equipment. Includes exterior maintenance and responsibility for landscaping and snow removal.

Responsible for event conversions and the timely set-up and strike of all equipment necessary to successfully complete changeovers that facilitate the maximum utilization of the facility.

Supervises a crew of manual workers performing unskilled to semi-skilled tasks. Plans and organizes tasks. Participates, when necessary, and trains subordinates in the use and operation of equipment incidental to the job.

May perform skilled work in a variety of building trades.

Promotes both internal and external guest services, including fellow employees, contract service providers, event planners and event attendees.

Performs related work as assigned.

### REQUIREMENTS OF WORK:

Knowledge of common tools and equipment normally used in the carpentry, painting, custodial and warehousing trades.

Knowledge of facilities and equipment including basketball floors, ice hockey system, track wall operation, various seating systems, table, chair and staging set-ups, etc.

Knowledge of the methods, tools, equipment and materials normally used in maintenance and changeover activities.

Ability to perform semi-skilled tasks independently or to supervise a small group of unskilled workers.

Ability to work effectively with fellow workers and the public.

Ability to perform heavy manual labor for extended periods and to operate tools and equipment used in stadium and auditorium-type facilities work.

### MINIMUM EDUCATION AND EXPERIENCE

High school diploma or its equivalent;

Applicant must possess a valid driver's license and must maintain a good driving record.

ANNUAL SALARY EQUIVALENT: \$33,825 – \$47,673

STATUS: Hourly; Non-Exempt

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***HIRING PRACTICES:*** *The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*