

TITLE: Facility Events Worker/Maintenance

DESIRED

QUALIFICATIONS:

1. High School graduate and other training beyond generic to the assignment.
2. At least one (1) year of experience in customer service and custodial.

REPORTS TO: Facility & Grounds Director

JOB GOAL: The Facility Events Worker shall be responsible for those tasks delegated by the Facility & Grounds Director, Superintendent of Schools and School Board which directly relate to the District Athletic, Community Education, Performing Arts, and other events as requested. The Facility Events Worker will ensure event set-up, assistance during events, and clean up after events follows established checklists. This person will work with the Superintendent's office, building principals and other school employees to ensure a well-maintained, safe, and secure educational environment.

Working Conditions:

All employees subject to hazards are equipped per OSHA standards.

Subject to work with biohazard waste.

Subject to temperature changes while performing assigned duties.

May be required to work in extreme hot and cold temperatures.

Subject to the hazards, dust and odors from sanding and painting procedures.

Subject to the hazards, vapors and odors from various cleaning chemicals.

May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.

May be subject to work with hazardous chemicals.

Subject to work in confined spaces.

Subject to work from elevated work surfaces.

Physical Demands:

Be able to lift 50 pounds using proper lifting techniques.

Be able to lift 100 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.

Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.

Be able to ascend and descend a ladder while performing maintenance duties.

Bend body at waist downward and forward to perform maintenance duties.

Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.

Extend hands and arms in all directions to perform maintenance and shoveling duties.

Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.

Use hands to select keys, insert keys into locks, turn doorknobs, and open doors.

Answer, communicate and dial the telephone in clear, precise voice.

Answer, communicate and use 2-way radio in clear, precise voice.

Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.

Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.

Perform work in high areas, such as, hoists and ladders.

PERFORMANCE RESPONSIBILITIES:

1. Has knowledge and assists with the set up of lines for sporting events; sound boards, speakers and microphones for concerts, sets up and ensures cleanliness of bleachers for special events; utilizes District calendar to coordinate event needs.
2. Follows applicable event checklist; assists during events and cleans up after events-preparing the area for next day use.
3. Handles the score board set up for applicable events; checks and maintains rest room stock and cleanliness, door glass cleanliness and trash/recycling disposal during events.
4. Communicates with appropriate staff to ensure great service and notes feedback and suggestions for improvement to the Facility & Grounds Director.
5. Knows cleaning routines of evening contracted custodians and is prepared to give direction or fill in during emergency absences.
6. Assists with preventative maintenance projects and can 'float' to fill in for maintenance staff absences.
7. Changes bulbs/ceiling tiles and filters; performs carpet extraction and gum removal on a rotating basis.
8. Performs routine maintenance and inspections on District Vehicles using pre-established checklist.
9. Communicates nightly re-cap of shift to the Facility & Grounds Director.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.