

Metropolitan Exposition-Recreation Commission

Job Code:	8496	Established:
Title:	Utility Grounds Lead	Revised: 04/19/00
Range:	960	EEO:
Bargaining Unit:	AFSCME, Local 3580-1	
FLSA:	Non-exempt	

GENERAL STATEMENT OF DUTIES

Serves as a Lead employee providing direction to a crew of set-up and housekeeping maintenance employees at the Oregon Convention Center. Duties also include performing routine clean-up and set-up tasks involved in facility maintenance. Reports to a Set-up or Event Supervisor. Specific duties vary from shift to shift as follows: Swing shift duties primarily involve set-up; night-shift duties primarily involve cleaning; day shift duties involve some set-up, cleaning and customer service as required.

SUPERVISION RECEIVED

Supervision is received from the Setup or Event Supervisor.

SUPERVISION EXERCISED

Leads the work of Utility Workers I, II and temporary maintenance laborers.

EXAMPLES OF PRINCIPAL DUTIES

An employee in this position may perform any of the following essential job duties and must be able to do so with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Leads the work of Utility Workers I, II and temporary maintenance laborers including assigning and monitoring work. Coordinates schedules and work assignments.
- Performs cleaning and sanitary maintenance duties at OCC including sweeping, mopping, waxing, vacuuming, dusting and emptying trash containers.
- Performs restroom maintenance and cleaning tasks including replenishing towels, tissue and soap.
- Dusts and polishes fixtures and furniture; cleans trash containers and ashtrays.
- Cleans mirrors, fixtures, windows, walls and drinking fountains.
- Assists in keeping outside premises in an orderly condition as may be required for specific event demands.
- Performs setup and break down of tables, chairs, bleachers, ramps, dance floors, air walls, staging and hangs drapes as required for conventions, meetings and other OCC events utilizing schematic drawings and narrative descriptions.

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- Operates elevator as required for transport of material.
- Monitors building during shows to ensure restrooms are stocked, trash containers are emptied and water services are replenished.
- Performs related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY:

- Basic knowledge of materials, methods, and equipment used in a facility cleaning operation.
- Basic knowledge of safety and fire codes related to room setup.
- Skill in the proper use of janitorial equipment and tools used in performance of the job.
- Ability to understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers.
- Ability to read and understand schematic setup diagrams.
- Ability to operate forklifts, high lifts, sweepers, and scrubbers and perform moderate to heavy tasks as required.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to communicate effectively with all people.

PHYSICAL REQUIREMENTS:

- Ability to perform all necessary setup of tables, chairs, staging and other building material.
- Ability to walk, stand and work on concrete floors for extended periods of time.
- Ability to bend and stoop frequently.
- Ability to work on elevated platforms or ladders.
- Ability to lift and carry 50 pounds regularly and up to 100 pounds occasionally.
- Ability to push and pull up to 300 pounds on a regular basis.

EXPERIENCE AND TRAINING:

Minimum of two years experience in a similar position.

LICENSES:

Possession of an appropriate and valid driver's license.

Possession of, or ability to obtain, forklift operator's certification

Possession of, or ability to obtain, aerial work platform certification.

Possession of, or ability to obtain, Cardio-Pulmonary Resuscitation certificate.

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JOB CONDITIONS

Work is performed both indoors and outdoors on a year round basis. Incumbent may be exposed to all types of weather conditions. Work is physical in nature with exposure to various chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some duties. Must be willing to work evenings, weekends and holidays as assigned.