

Metropolitan Exposition-Recreation Commission

Title:	Utility Maintenance	Bargaining Unit: AFSCME Local 3580
Job Code:	8175	Established:
Pay Range:	950	Revised: 8/1/2017
FLSA Status:	Non-exempt	EEO Category: Service/Maintenance

CLASSIFICATION DESCRIPTION

Perform semi-skilled work in a variety of construction, maintenance and operational functions under the direction of the Maintenance Supervisor; responsible for work which requires manual or physical exertion as a condition of the job; general maintenance includes such tasks as carpentry, painting, mechanical maintenance, etc.

SUPERVISION RECEIVED

Supervision is received from the Maintenance Supervisor

SUPERVISION EXERCISED

None.

DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Operates forklift to transport materials and tools to areas of work.
2. Operates and performs work from aerial lifts.
3. Operates a variety of hand and power tools, such as electric drills, saws, sanders, hammers, etc.
4. Patches concrete.
5. Installs and repairs signs and equipment.
6. Repairs and performs maintenance on landscaping irrigation system.
7. Performs installation and repair of all flooring types.
8. Performs proper preparation and cleanup of work areas.
9. Ensures work is completed in an efficient and timely manner.
10. Makes repairs to buildings, material, fixtures and equipment.
11. Applies paints and stains with brush, roller and spray equipment.
12. Completes on-demand work orders and 2-way radio calls.
13. Provides written information as requested or required for purposes of conforming to departmental procedures.

14. Performs other related duties as assigned.

EXPERIENCE AND TRAINING

Minimum of one year experience in general maintenance in a large public events facility. Experience must include carpentry, painting and general maintenance or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

LICENSES

Possess, or have the ability to obtain an appropriate and valid driver's license

Possess, or have the ability to obtain a CPR/AED certification

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of materials, methods, implements and devices used in the general maintenance of multi-use buildings is required
- Proper use of small motorized equipment and tools, as well as other general maintenance tools
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with fellow employees and the general public
- Perform moderately heavy tasks
- Read and comprehend work assignments and to initiate requests for appropriate maintenance items
- Work on elevated platforms or ladders