



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Expo Center Utility Lead	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8494
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	212
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	March 2007

Summary:

Coordinate and lead the activities of staff involved in custodial services and grounds maintenance. Ensure that lobbies, restrooms and other public and non-public areas are clean, orderly and properly maintained. Ensure that grounds and landscaping are maintained.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Lead and guide staff responsible for the cleaning and maintenance of public and non-public areas; ensure restrooms, lobbies, meeting rooms and hallways are maintained and cleaned prior to, during and after events.
- Clean and maintain restrooms; restock paper towels, toilet paper and soap dispensers; sweep and mop floors; clean sinks, mirrors, counters and toilets.
- Collect trash and recyclables and put in designated areas.
- Clean all glass services in lobby, such as doors, windows, display cases and counter tops.
- Maintain, stock and clean supply closet; inventory custodial supplies.
- Lead and guide staff responsible for landscaping and grounds maintenance; maintain grounds and landscaping by pruning, mowing, trimming, watering and weeding; monitor and control pest and plant problems.
- Maintain parking lot; pick up trash, pick up leaves.
- Maintain security of building by setting building alarms and checking doors.

**Secondary Functions:**

- Shampoo carpets.
- Setup and teardown room sets.
- Respond to requests for general cleaning as needed.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position has no supervisory responsibilities but provides lead direction, guidance and coaching to members of the work group. Responsibilities include scheduling members of the work group, orienting and training others in applicable policies, procedures and techniques, and providing assistance to management in achieving work group success.

Education and/or Experience; Certificates, Licenses, and Registrations:

- High school diploma or GED, and
- A minimum of two (2) years of experience in facility cleaning, janitorial work or grounds keeping, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence.
- Current and valid forklift certification.
- Current and valid Cardiopulmonary Resuscitation certification.
- May be required to obtain a current and valid public pesticide applicator's license.

Necessary Knowledge, Skills and Abilities:

- Knowledge and ability in the operation of grounds keeping tools, equipment and supplies.
- Knowledge and ability in the operation of cleaning equipment and supplies.
- Knowledge of work practices.
- Ability to work independently and with minimal supervision.
- Ability to read and follow written and oral instructions.
- Ability to work constructively with the general public and coworkers.
- Ability to work quickly, efficiently and unobtrusively.
- Ability to operate forklifts and floor cleaning equipment.
- Ability to guide and motivate staff.
- Ability to work various hours including weekends, evenings and holidays.

Physical Demands / Work Environment:

- Continuously required to stand and/or walk for extended periods of time; hear and/or respond to verbal/audio cues.



- Frequently required to stoop, kneel, crouch or crawl; perform repetitive motions of hands and wrist; reach with hands and arms; lift, push, pull and/or carry objects up to 25 pounds; exposed to toxic or caustic chemicals; fumes or airborne particles.
- Occasionally required to twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; work near or around electricity; work near or around moving mechanical parts; exposed to blood or other human bodily fluids; outdoor weather conditions.
- Rarely required to lift, push, pull and/or carry objects up to 100 pounds.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this classification description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date