

JOB TITLE:

Operations Crew Member

I. Position Summary:

Operations is responsible for assigned duties that may include the general maintenance, upkeep, and cleanliness of the Facility. The position is also responsible for assigned duties for performing the setup of the Facility as needed to accommodate the different functions held at the Facility. The specifics of the setup will generally come from the Operation Director and/or Operations Supervisor.

II. Essential Functions/Responsibilities:

- Responsible for maintaining professional attire, image, and demeanor at all times.
- Work Schedule is subject to change.
- Employee must be able to work flexible hours including evenings, holidays, and weekends.
- Duties may vary under the direction of the reporting supervisor and are subject to change at any time with or without prior notice.
- Responsible for maintaining the Convention Center and limited grounds in a state of readiness and cleanliness.
- Responsible for building and maintaining working relationships with the other Authority employees, contractors, and clients of the Convention Center.
- Responsible for assisting with event set-up and removal including staging, chairs, tables, etc.
- Responsible for cleaning the facility's interior and exterior including the following: cleaning floor surfaces including vacuuming, sweeping, scrubbing, etc.
- Responsible for operating standard cleaning equipment.
- Responsible for communicating by-way of two-way radio.
- Responsible for attending all meetings and training sessions as required.
- Responsible for performing other duties as requested.

III. Skills:

- Basic knowledge of building maintenance.
- Good communication skills are required.

IV. Education and Qualification Required:

- High School Diploma, with 3-5 years experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Valid Drivers License.
- Must be able to drive manual transmission 18 foot box truck and operate a forklift.

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.