



JOB DESCRIPTION

Events & Facility Serviceperson

Job Summary

The Events & Facility Serviceperson is involved in all facets of the events/facilities operations including but not limited to, staff training and supervision, equipment operations and maintenance, landscape and grounds maintenance, facility maintenance, and event setup and operation.

Supervision

The Events & Facility Serviceperson will report directly to the Venue and Special Events Managers. After proper staff training sessions, it will be expected that the Events & Facility Serviceperson will perform all daily tasks in accordance to Sylvania Recreations' Maintenance and Special Events Standards.

Task Description

1. Equipment Operation/Maintenance
 - a) Operation of equipment (i.e. forklift, scissor lift, grounds maintenance equipment) in a safe and appropriate manner to help maintain all facilities that Sylvania Recreation is responsible to maintain
 - b) General maintenance and troubleshooting of all equipment
2. Leadership
 - a) Ability to instruct and demonstrate to staff members the proper and safe techniques for all work assignments
 - b) Coordinate with facility staff for timely facility set-up and support
3. Facility Maintenance
 - a) General maintenance including electrical, plumbing, and carpentry
 - b) General grounds/landscaping
 - c) Clean and maintain bathrooms at both Centennial Terrace and Sylvania Sports and Exhibition Center
 - d) Follow all procedures as stated in the Sylvania Recreation Maintenance standards
 - e) Maintain vendor relationships
4. Event Management
 - a) Work with back of house operations of the venue to include facility set-up, tear-down, cleaning up and conversion using staff to ensure the venue is event ready and maintained on a day to day basis maintaining the appropriate safety standards
5. Perform related duties as assigned or as the situation dictates
6. Work extended and/or irregular hours including nights, weekends and holidays, as needed

Compensation

Minimum 40 hours per week. This position offers a competitive hourly wage and benefit package.

Qualifications

1. Valid driver's license
2. Be able to lift 60 pounds to a height of 48 inches
3. Strong written and oral communication, ability to communicate at multiple levels; as well as one-on-one and within a group setting.
4. Demonstrate knowledge of practices and procedures related to event set-up and conversions; methods for cleaning and maintain the facility; and proper use and care of industrial equipment and smaller equipment
5. Ability to prioritize time sensitive situations, and meet deadlines
6. Microsoft Word, Excel and Outlook
7. Good work ethic and ability to work without close supervision
8. Prior events, facilities and maintenance experience

Please note, this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please submit resume to bmeronk@playsylvania.com.

Deadline: Tuesday, April 25, 2017