



Title: VENUE MAINTENANCE STAFF (SEASONAL)

Job Description

Summary

The Venue Maintenance Staff is involved in all facets of the events/facilities operations including, but not limited to, equipment operations and maintenance, landscape and grounds maintenance, facility maintenance, and event setup and operation. Employees must also be able to interact with the patrons and carry themselves in a proper public manner.

Supervision

The Venue Maintenance Staff will report directly to the Venue Maintenance Manager of Centennial Terrace and Quarry and Sylvania Sports and Exhibition Center.

Responsibilities

1. Communication, Professionalism, and Pride
 - a. Communicate with supervisors and staff in a professional manner
 - b. Take a sense of pride in job performance
 - c. Communicate effectively with the patrons of the facility
 - d. Develop a team spirit throughout the entire workings of the department
2. Equipment Operation/Maintenance
 - a. Operation of equipment in a safe and appropriate manner
 - b. Operate all equipment in a manner in which it was designed
 - c. Report all equipment problems and safety hazards to the Maintenance Manager
 - d. Complete preventative maintenance practices
3. Facility Maintenance
 - a. General maintenance
 - i. Trash removal
 - ii. Restroom cleaning and stocking
 - iii. Parking lot maintenance and cleanliness
 - b. General grounds/landscaping
4. Event Operations/Maintenance
 - a. Assist with equipment set up, tear down, cleaning, and conversion as needed for scheduled events
 - b. Trash removal/management and bathroom cleanliness
 - c. Provide prompt and courteous customer service
5. Perform related duties as assigned, or as situation indicates
6. Work extended and/or irregular hours including nights, weekends and holidays, as needed.

Compensation

Maximum of 40 hours per week with possible over-time. Wage rate may vary based on experience. Wage increases influenced by overall performance. Must be able to work weekends, evenings and holidays.

Qualifications

1. Valid driver's license
2. Be able to lift 60 pounds to a height of 48 inches
3. Excellent oral communication skills
4. Excellent interpersonal skills
5. Willingness to learn new skills
6. Good work ethic and ability to work without close supervision

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.

Updated: Feb 2021