



# City of Fallon

## Classification Specification

### Maintenance Worker I – Convention Center

#### GENERAL PURPOSE

Under general supervision of the Deputy Public Works Director and Convention Center Administrative Coordinator, assist with daily department operations, including set up and cleanup of events, grounds cleaning and maintenance of the convention center.

#### GENERAL STATEMENT OF DUTIES

The duties listed below are examples of the work typically performed by an employee in this classification. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

- Cleaning up the convention center after events
- Help with setup of equipment, tables and chairs for functions at the Convention Center
- Maintenance and upkeep of the grounds
- Cleaning of carpets
- Setup refreshments for functions
- Ensure setups are safe, aisle ways are clear, and cords are taped down.
- Cleaning and maintaining a commercial kitchen
- Help with setup and tear down of City events
- Interacting with the public; including responding to Convention Center customers comments and complaints
- Interact with customers on setup arrangements
- Respond to customer requests for additional services.
- Accept delivery of supplies for the Convention Center.
- Requires irregular working hours and days off

## QUALIFICATIONS FOR EMPLOYMENT

### Knowledge and Ability

#### *Knowledge of*

- Cleaning supplies, equipment, and janitorial skills
- Basic grounds keeping, landscaping and maintenance
- Building maintenance and general repairs
- Light electrical and plumbing

#### *Ability to*

- Meet time constraints for proper clean up between Convention Center events.
- Adapt to last minute changes required by customers
- Problem solving to help customer with solutions to ideas
- Interact with customers in a positive manner
- Complete multiple tasks
- Apply general information and principles to specific situations
- Follow written and verbal instructions
- Record information on written logs
- Identify material and equipment needed to complete a task
- Learn and apply alternative methods for completing work
- Recognize and respond to changes in circumstances or events
- Performs related work as assigned

### Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills and abilities is described below.

- One-year general janitorial work.
- One-year light electrical and plumbing experience
- Ability to maintain a positive attitude and work environment
- Must demonstrate the ability to work cooperatively and collaboratively as part of a team
- Organizational skills and ability to prioritize
- Good verbal and written communication skills
- Ability to multi-task under time constraints and work effectively as a team player
- Strong ability to self-motivate as well as take direction
- High school diploma or GED

### PHYSICAL AND PERCEPTUAL CAPABILITIES REQUIRED

The physical and perceptual capabilities described here are representative of those that an employee typically must possess to successfully perform the essential functions of the job.

- Lifting of tables

- Working at heights, changing lights and dusting
- Use of cleaning chemicals, non-toxic
- Bending, kneeling, stooping, squatting, and twisting
- Pull, push, carry or lift objects weighing more than 50 pounds
- Frequent lifting of light objects and occasional lifting of heavy objects
- Stand for long, uninterrupted periods

**WORKING CONDITIONS**

Work is typically performed under the following conditions.

- Mostly indoor, with some outdoor environments.
- Periodic moving back and forth between indoor and outdoor environments.
- Heavy lifting.
- Working on irregular surfaces.
- Work without supervision or immediate assistance.
- Noise and distractions from equipment.

FLSA Status : Non-Exempt

Classification : OE3

Grade: 3

Version: 02142022