

Metropolitan Exposition-Recreation Commission

Title: Utility Lead
Job Code: 8636
Pay Range: 134
FLSA Status: Non-exempt

Bargaining Unit: IUOE 701-1
Established: July 1, 2000
Revised:
EEO Category: Skilled Craft

CLASSIFICATION DESCRIPTION

Serve as a Lead employee providing direction to a crew of set-up and housekeeping maintenance employees at the Portland's Centers for the Arts (P'5). Duties also include perform routine clean-up and set-up tasks involved in facility maintenance. Specific duties vary from shift to shift as follows: Swing shift duties primarily involve set-up; night-shift duties primarily involve cleaning; day shift duties involve some set-up, cleaning and customer service as required.

SUPERVISION RECEIVED

Supervision is received from the Operations Supervisor

SUPERVISION EXERCISED

Lead the work of cleaning crews

DUTIES AND RESPONSIBILITIES

An employee in this position may perform any of the following essential job duties and must be able to do so with or without reasonable accommodation. However, this list is not intended to include all the specific tasks which an employee in this position may be expected to perform.

1. Leads the work of including assigning and monitoring work. Coordinates schedules and work assignments.
2. Performs cleaning and sanitary maintenance duties at P'5 including sweeping, mopping, waxing, vacuuming, dusting and emptying trash containers.
3. Performs restroom maintenance and cleaning tasks including replenishing towels, tissue and soap.
4. Dusts and polishes fixtures and furniture; cleans trash containers and ashtrays.
5. Cleans mirrors, fixtures, windows, walls and drinking fountains.
6. Assists in keeping outside premises in an orderly condition as may be required for specific event demands
7. Performs related duties as assigned.

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JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

Minimum of two years of experience in a similar position or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities.

LICENSES

Possess or have the ability to obtain a current CPR/AED certification

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of materials, methods, and equipment used in a facility cleaning operation.
- Safety and fire codes
- Proper use of janitorial equipment and tools used in performance of the job
- Understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers
- Read and understand setup diagrams
- Perform moderate to heavy tasks as required
- Establish and maintain effective working relationships with co-workers and the public
- Communicate effectively with all people

PHYSICAL REQUIREMENTS

- Perform all necessary setup of tables, chairs, staging and other building material
- Walk, stand and work on concrete floors for extended periods of time
- Bend and stoop frequently
- Work on elevated platforms or ladders
- Lift and carry 50 pounds regularly and up to 100 pounds occasionally
- Push and pull up to 150 pounds on a regular basis

JOB CONDITIONS

Work is physical in nature with exposure to various chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some duties. Must be willing to work evenings, weekends and holidays as assigned.