

Metropolitan Exposition-Recreation Commission

Title:	Utility Maintenance Specialist	Bargaining Unit:	AFSCME 3580
Job Code:	8300	Established:	
Pay Range:	13	Revised:	4/19/2000
FLSA Status:	Non-exempt	EEO Category:	Service/Maintenance

GENERAL STATEMENT OF DUTIES

Perform a wide-variety of semi-skilled repair and maintenance tasks at the Portland Exposition Center (Expo). Duties also include performing routine clean-up related to facility maintenance. Maintain parking lots and landscaped grounds. Duties may include support services related to set-up and dismantling of shows. May serve as lead worker. Report to Expo Center Operations Manager.

SUPERVISION RECEIVED

Supervision is received from the Operations Manager or other Supervisory staff.

SUPERVISION EXERCISED

May perform lead work over temporary operations, maintenance, and technical staff.

DUTIES AND RESPONSIBILITIES

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

- Performs a variety of semi-skilled maintenance tasks at the Expo Center and assists in the setup and dismantling of shows and exhibits.
- Performs building repairs, rough carpentry, painting, sprinkler system repair, plumbing and minor vehicle repair, sometimes working at considerable heights.
- Operates forklift, highlift, pick-up truck, bobcat, farm tractor and attachments, and other equipment; performs routine maintenance on equipment including oil change and lubrication; ensures cleanliness of equipment, using steam cleaner when necessary; checks equipment prior to use.
- Checks and maintains fire protection sprinkler systems, and keeps valve houses free of debris at all times.
- Maintains and operates gas space heaters.
- Installs gas feed lines for events.
- Maintains and repairs asphalt and concrete areas including striping and re-striping of parking spaces and other painted areas.
- Prepares and cleans cement floors, dirt floors, and asphalt surfaces using self-propelled sweeping and scrubbing machines and other hand and power equipment.
- Cleans restrooms and replenishes supplies; cleans show offices and ticket booths.
- Assists or directs the movement, setup and dismantling of bleachers.

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- Checks and maintains water pump system; maintains and operates all lawn and garden sprinkler systems.
- Maintains building and grounds security.
- Performs emergency repairs such as roof leaks and broken water pipes.
- Informs the public and lessees of building rules and policies and answers questions in a polite and courteous manner.
- Decorates building and grounds with banners, pennants, plastic signs, etc., and changes reader boards as needed to reflect facility events.
- Checks and maintains building emergency generator systems.
- Maintains daily log of show activities, assignments completed and unexpected problems.
- Conducts pre and post show inspections for security purposes, damage to buildings/equipment, graffiti, etc.
- Performs related duties as assigned.

EXPERIENCE AND TRAINING

Minimum of two years of responsible building maintenance and general construction including carpentry and painting or any combination of education and experience which provides the knowledge, skills and abilities required to perform the job.

LICENSES

- Possession of an appropriate and valid driver's license
- Possession of, or ability to obtain, forklift certification
- Possession of, or ability to obtain, aerial work platform certification
- Possession of a Cardio Pulmonary Resuscitation certification

KNOWLEDGE, SKILL, ABILITY

- Knowledge of the principles and practices of building and grounds security.
- Knowledge of standard procedures used in building maintenance tasks such as rough carpentry, plumbing, painting, and minor electrical, gas heater, and alarm system repair.
- Knowledge of water pump system maintenance and valve maintenance procedures.
- Knowledge of minor vehicle maintenance and repair.
- Knowledge of the occupational hazards and safety precautions of maintenance trades.
- Knowledge of computer controlled heating, ventilation and air conditioning (HVAC), lighting and fire monitoring systems.
- Ability to operate and maintain specialized motorized equipment such as forklift, bobcat, highlift, tractor and attachments, and sweeping machines.
- Ability to operate a variety of hand and power tools in the performance of maintenance tasks in a safe and efficient manner.
- Ability to learn the basic principles and procedures of plumbing, welding, carpentry, and other specialty trade areas.
- Ability to understand and follow written and verbal instructions including operating/service manuals and application instructions supplied by product manufacturers.

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- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Ability to communicate tactfully with the public and tenants under stressful conditions.
- Ability to perform duties without direct supervision.

PHYSICAL REQUIREMENTS

- Ability to perform moderately heavy manual labor and work at considerable heights.
- Ability to push up to 90 pounds, pull up to 50 pounds.
- Ability to lift up to 90 pounds and carry up to 40 pounds.

WORK ENVIRONMENT

Work is performed both indoors and outdoors on a year round basis. Incumbent may be exposed to all types of weather conditions. Work is physical in nature and incumbent is exposed to various chemicals. Gloves, respirators, helmets and other protective equipment are required while performing some duties. May be required to be in attendance at events to perform tasks and make necessary repairs.