

Metropolitan Exposition-Recreation Commission

Title:	Utility Worker	Bargaining Unit:	AFSCME Local 3580
Job Code:	8500	Established:	
Pay Range:	09	Revised:	8/01/2017
FLSA Status:	Non-exempt	EEO Category:	Service/Maintenance

CLASSIFICATION DESCRIPTION

Perform journey level clean-up and set-up tasks at the Oregon Convention Center (OCC), with responsibility for sanitary maintenance of OCC facilities. Perform cleaning tasks both manually and with scrubbing, vacuuming, pressure washing and carpet cleaning equipment. Set-up duties include assembling bleachers and stages, and may require ability to operate a forklift. 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 Setup Supervisor or Utility Lead

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

An employee in this position must be able to perform all 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.

1. Performs cleaning and sanitary maintenance duties at OCC including sweeping, mopping, waxing, vacuuming, dusting and emptying trash containers.
2. Performs restroom maintenance and cleaning tasks including replenishing towels, tissue and soap.
3. Cleans employee break room and loading dock.
4. Performs set-up and break down of tables, chairs, bleachers, ramps, dance floors, air walls, staging and hanging drapes as required for conventions, meetings and other OCC events utilizing schematic drawings and narrative descriptions.
5. Hangs banners outside building utilizing highlift equipment.
6. Begins change-over preparation for subsequent events following event in progress.
7. Provides directions and answers questions from the public.
8. Monitors building during shows to ensure restrooms are stocked, trash containers are emptied and water services are replenished.

9. Performs lead responsibilities in the absence of Lead Utility Worker as required.
10. Performs related duties as assigned.

JOB SPECIFICATIONS

EXPERIENCE AND TRAINING

Two to three years of experience in a similar facility position. Experience in a public assembly facility is preferred, but other equivalent experience will be considered. Must be able to learn the facility's layouts. Must be dependable.

LICENSES

Possession of a valid driver's license

Possess or have the ability to obtain a forklift operator's certification

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

KNOWLEDGE, SKILLS and ABILITIES

- Basic knowledge of materials, methods, and equipment used in a facility cleaning operation
- Basic knowledge of safety and fire codes related to room set-up
- Properly operate janitorial equipment used in performance of the job including scrubbers, vacuums, sweepers and pressure washing equipment
- Operate forklifts, high lifts, sweepers and scrubbers and perform moderate to heavy tasks as required
- Understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers
- Read and understand schematic set-up diagrams
- Establish and maintain effective working relationships with co-workers and the public

PHYSICAL REQUIREMENTS

- Perform all necessary set-up 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 300 pounds on a regular basis

WORK ENVIRONMENT

Work is performed predominately indoors but requires some work outdoors with exposure to all types of weather conditions. Work is physical in nature and often requires a fast pace and exertion. Incumbent is exposed to various cleaning chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some duties. Must be able to work evenings, weekends and holidays.