

## **JOB DESCRIPTION**

**TITLE:** Building Maintenance

**DEPARTMENT:** Operations

**TYPE:** Part-Time, Non-Exempt

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**IMMEDIATE SUPERVISOR:** Building Engineers

**SUPERVISION EXERCISED:** Crews assigned to Building Services for special projects.

### **GENERAL STATEMENT OF DUTIES:**

This position assists in maintaining the Mayo Civic Center in an efficient, operational manner. This position also helps control and monitors all Facilities' systems to include event set-up procedures.

### **AREAS OF RESPONSIBILITY:**

Perform preventative maintenance and repairs on all Facilities systems.

Assist in Maintenance and repair of HVAC, plumbing, electrical, painting and other equipment and materials as necessary.

Maintain Facilities building structure, hardware and various vehicles (i.e., scrubbers, fork trucks, etc.).

Operate Facilities equipment including, but not limited to, forklift, hand-tools, cleaning equipment, and power tools.

Understand and operate use of Facilities systems including, but not limited to, lighting, scoreboard, sound and intercom.

Fully understand technical operations of all equipment in the Facilities.

Assist in the event set-up and tear down (i.e., basketball floor, stage, risers, chairs, etc.) as necessary.

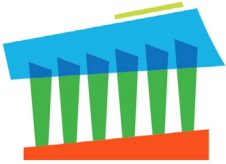
Develop and submit lists of necessary repairs and improvements.

Assist as needed in all areas of operations.

Perform other tasks as assigned.

### **QUALIFICATIONS:**

Demonstrated knowledge of building maintenance functions and various technical areas including carpentry, electrical, refrigeration, HVAC, plumbing, painting and cleaning, technical knowledge of various tools and equipment needed to perform tasks in these areas. Previous experience in a similar facility environment and/or a technical degree in engineering or a vocational certificate preferred. Reasonable accommodations will be considered for those with disabilities.



MINNESOTA'S ROCHESTER  
**MAYO CIVIC**  
CENTER CONVENTIONS  
& EVENTS

**ESSENTIAL FUNCTIONS:**

Demonstrated knowledge of building maintenance functions.

Ability to speak, read and write English.

Ability to access all areas of the Facilities.

Ability to perform physical labor.

Ability to work nights, weekends, and holidays.