

## Metropolitan Exposition-Recreation Commission

**Title:** Utility Lead

**Job Code:** 8495

**Pay Range:** 961

**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580

**Established:**

**Revised:** 08/1/2017

**EEO Category:** Service Maintenance

### CLASSIFICATION DESCRIPTION

Serve as a Lead employee providing direction to a crew of set-up and housekeeping maintenance employees at MERC venues (Oregon Convention Center, Portland Expo Center). Perform routine clean-up and set-up tasks involved in facility maintenance. Report to a Set-up or Event Supervisor. 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 or Event Supervisor

### SUPERVISION EXERCISED

Leads the work of Utility Workers and temporary maintenance laborers

### 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 of the specific tasks which an employee in this position may be expected to perform.

1. Leads the work of Utility Workers and temporary maintenance laborers including assigning and monitoring work. Coordinates schedules and work assignments.
2. Performs cleaning and sanitary maintenance duties 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 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 events utilizing schematic drawings and narrative descriptions.
8. Operates elevator as required for transport of material.
9. Monitors building during shows to ensure restrooms are stocked, trash containers are emptied and water services are replenished.
10. Performs related duties as assigned.

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## **JOB SPECIFICATIONS**

### **EXPERIENCE AND TRAINING**

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

### **LICENSES**

Possession of an appropriate and valid driver's license

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

Possess or have the ability to obtain, aerial work platform certification

Possess or have the ability to obtain 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 setup
- 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 schematic set-up diagrams
- Operate forklifts, high lifts, sweepers, and scrubbers and 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 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 both indoors and outdoors on a year round basis. Incumbents may be exposed to all types of weather 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.