

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

PART-TIME VENUE/GROUNDS MAINTENANCE TECHNICIAN

Department: Community and Economic Development

Division: Arts, Culture, and Events

Work hours: Must be available to work during days, nights, weekends, & some holidays. Up to 29 hours per week.

Rate of pay: **\$18.00 - \$20.00 per hour (Depending on qualifications and experience.)**

GENERAL-PURPOSE

This position is responsible for performing ongoing facility maintenance for The Ogden Amphitheater, The Dumke Arts Plaza and The Corner, completing basic repairs related to grounds keeping, inspecting building to confirm safety standards, and scheduling repairs with outside contractors when needed. This position will serve as event support staff for events organized or supported by the ACE Division. Receives direct supervision from the Ogden Amphitheater Coordinator.

ESSENTIAL JOB FUNCTIONS

- Perform routine checks and maintenance around the venues and buildings such as janitorial and fixing minor damage such as window, door, or wall repair.
- Maintain hand tools and assigned equipment; perform preventive maintenance on equipment and event assets such as tables, chairs, canopies, fencing etc.
- Maintain plumbing to avoid water damage or leaking.
- Maintain building operations and ensure that the facility is safe and always functioning.
- Must be able to complete work orders.
- Maintain all maintenance storage rooms in an orderly fashion and in compliance with safety regulations.
- Maintain accurate inventory control of tools, equipment, and supplies.
- Utilize proper safety precautions related to all work performed.

- Manage routine maintenance and emergency repairs to prevent and resolve safety or comfort issues.
- Ensure exterior curb appeal by maintaining campus grounds. May include grounds keeping/gardening.
- Perform snow removal and ice control duties as required.
- Public Art maintenance, cleaning or minor repairs, installation of plaques, graffiti removal etc.
- May serve as on call maintenance providing evening security and emergency checks.
- Perform other related duties as required/assigned.
- Opening and closing the venues.
- Set up and tear down of venue assets such as tables, chairs, canopies, weights, signs and other misc. before and after events.
- Cleaning bathrooms, greenrooms, and grounds before and after events.
- Assist with set up and decorating for holidays and other events.
- Place and remove barricades, fencing, traffic control signs and no parking notices for events and road closures.
- Place garbage cans for event use, roll garbage cans to curb for pick up, roll garbage cans back to venue after pickup.
- Install (hang) and remove seasonal event street banners on city light poles downtown.
- Serve as event support staff for Ogden City events.
- Assist with community partner events on occasion.
- Learn operations of basic lighting and LED screen programing for Dumke Arts Plaza
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during working hours and use on-site equipment.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- At least two years of general maintenance experience performing field maintenance work.
- High school diploma or its equivalent preferred.
- Any combination of experience and education that would likely provide the required knowledge and abilities may be qualifying.

SPECIAL REQUIREMENTS

- Possession of, or ability to obtain, an appropriate, valid Utah driver's license is required.
- Ability and experience to pull and back up small to medium trailers is preferred.
- Forklift and scissor lift experience is preferred.
- TIPS and SIPS training is preferred and can be obtained after hire.
- Employee will be required to complete NIMS training.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the methods and techniques of general construction, maintenance, janitorial, plumbing, electrical, and repair related to the area of work assigned.
- Knowledge of the operational characteristics of mechanical equipment and tools used around work assigned.
- Knowledge of occupational hazards and standard safety practices.
- Skill in working independently in the absence of supervision.
- Skill in performing heavy manual labor.
- Skill in operating a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Skill in performing a variety of manual tasks for extended periods of time and in unfavorable conditions.
- Skill in communicating clearly and concisely, both orally and in writing.
- Ability to understand and follow written and verbal instructions.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, walking, lifting, and standing for extended periods of time, and operating assigned equipment.
- Ability to maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, and operating assigned equipment.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily indoors and outdoors, which may expose the employee to moderate to very loud noises, wet or humid conditions, moving mechanical parts, high and precarious places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, risk of electrical shock, and vibrations.
- This position requires heavy work which requires exerting up to 50 pounds of force occasionally, up to 25 pounds frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual ability to see clearly at close (less than 20 inches) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.

- Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, climbing, balancing, stooping, lifting, kneeling, crouching, crawling, talking, hearing, and smelling

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com **until filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

June 29, 2022