JOB OPENING

CITY OF FARMINGTON

JOB POSITION # 73 – Temporary Facilities Technician

NUMBER OF VACANCIES: 2 **DEPARTMENT:** Parks, Recreation & Cultural Affairs
WORK LOCATION: Civic Center **HIRING RANGE:** $9.00 per hour
PAY CLASS: Temporary, Part-Time **HOURS WORKED:** Varied
DAYS WORKED: Varied
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

ESSENTIAL DUTIES:

Performs a variety of semi-skilled and skilled tasks in the maintenance and operation of the Civic Center.

Works under the supervision of the Civic Center Supervisor and the Facilities Technician Supervisor.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Supervision is not exercised in this position.

Normally required to perform shift work in a rotation of days, evenings and nights including weekends and holidays.

Set up and tear down of equipment for events, including electrical, sound and stage.

Cleaning and maintenance of Civic Center and related facilities including changing light bulbs and fluorescent tubes; sweeping, vacuuming, mopping, dusting, shampooing, steam cleaning, striping, waxing, polishing, and buffing floors, carpets, and furniture, etc.; dumps trash cans and garbage and reline cans with liners; cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc; washes windows, walls, metal and woodwork.

Picks up litter from around buildings and grounds.

Operates lighting and sound equipment, including lighting dimmer system, spot lights and focus and gel of theatrical lighting instruments, for events at the Civic Center and other related facilities.

Assists in the operation of lighting and sound equipment when needed.

Maintain high degree of public contact.

Performs minor maintenance on equipment.

Prepares technical logs as required for billing purposes.

Periodically assists in preparation and serving of food for events.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

Ability to work and adapt to a rotating shift that includes nights, weekends, and holiday hours.

High school diploma or GED equivalent required.

Knowledge of building maintenance including housekeeping and janitorial procedures and ability to operate the related equipment. Knowledge of janitorial products and application procedures to insure public safety.

Ability to make minor repairs to facilities, including plumbing, electrical and carpentry.

Ability to meet deadlines.

Ability to follow verbal and or written instructions.

Ability to work in stressful situations with members of the public, outside production crews and casts, as well as other City employees.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to operate tools and equipment listed.

Extensive background checks required.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Theater equipment including lighting, test and sound engineering equipment. Janitorial equipment including vacuums, mops, brooms, dusting equipment, floor machines, burnishers and various hand and power tools including hammers, power saws and drills, motor vehicle, telephone, mobile radio and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to perform shift work in a rotation of days, evenings and nights including weekends and holidays.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must be able to climb to heights of 30' or higher in order to hang lighting and sound equipment. The employee must have the ability to climb ladders, trusses and rock formations.

The employee may frequently lift and/or move up to 50 pounds individually and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside and outside the Civic Center. Work is performed outside at the Amphitheater in all types of weather conditions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

The noise level in the work environment is moderate.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.