

KENDALL COUNTY CLASS SPECIFICATION

EVENT CENTER TECHNICIAN

GENERAL SUMMARY

Under the general supervision of the Recreation Coordinator, the purpose of the position is to perform routine cleaning and landscaping maintenance of the Event Center. This position also acts as the county liaison for events at the Event Center.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Performs maintenance and construction of the Event Center and park office including: routine cleaning and other janitorial services, and minor building repairs to include but not limited to electrical, plumbing, carpentry, masonry, and painting.

Performs a variety of landscaping maintenance duties to include trimming trees and shrubs, mowing, edging lawns, removing weeds, watering and fertilizing plants.

Maintains supply inventory for the event center by checking stock to determine inventory level and anticipating needed supplies.

Prepares and applies pesticides and fertilizers, maintaining application records.

Ensures the event center is locked and secured after performing routine duties after hours.

Maintains setup and breakdown of tables and chairs for all special events.

Inspects the facility to ensure the safety to the public, reports potential hazards, and responds accordingly.

Maintains vehicles and equipment, performs minor repairs.

Assists Parks Crew Leader as directed by Recreation Coordinator.

EXPERIENCE AND TRAINING

High school diploma or GED.

Minimum one year of experience in custodial and/or landscape maintenance.

LICENSES AND CERTIFICATIONS

Must possess a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Proper cleaning procedures and appropriate use and maintenance of personal protective equipment.
- Facility maintenance including plumbing, carpentry, electrical system operations and repair, and vehicle and equipment maintenance.
- Regulations regarding the application and usage of chemicals, pesticides, safety, and proper clean-up procedures.

Ability to:

- Operate standard maintenance equipment while applying safety standards to prevent hazards.
- Perform routine tasks associated with the maintenance of grounds and facilities.
- Work independently without direct supervision.
- Exert heavy physical effort in an indoor/outdoor environment, subject to various weather conditions, and lift 50 pounds to 100 pounds.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, and bend repeatedly.
- Work in a variety of weather conditions with exposure to the elements.
- Operate a motor vehicle.
- Follow safe work practices including workplace safety policies and procedures.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Read and interpret product labels, and maintain appropriate records.
- Read, write, and communicate effectively orally and in writing.
- Serve the public and represent the county with courtesy and professionalism.
- Work weekends as required.

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Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.