

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
LEAD BUILDING SERVICE WORKER	\$14.85/HR	6-21-2013

WEBER COUNTY GOLDEN SPIKE EVENTS CENTER - FULL-TIME WITH BENEFITS

JOB SUMMARY Under the general supervision of the Operations Manager, performs supervisory work over Golden Spike Event Center workers in a variety of building construction, alteration, custodial, maintenance and repair work. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Will direct the overall maintenance and repair functions of the facility including repair, maintenance and operation of the physical plant, equipment including heating, ventilation, air conditioning, electrical, plumbing, and telecommunications. Oversees and monitors the operation of HVAC system, with a special emphasis on energy management, energy conservation and safety. Interviews, hires, trains, terminates, and recommends pay increases for assigned personnel; schedules, plans and directs all day-to-day assignments of personnel and equipment to maintain scheduled operations; reschedules personnel and equipment to respond to emergency situations. Maintains accurate time records, routine records for set-up equipment needs, personnel, supplies and inventory, etc., and performs supervisory work as required. Assists with development and monitoring of maintenance budget. Inspects facility regularly for unusual problems or conformance to instructions and procedures; investigates and resolves complaints. Practices preventative maintenance program, reviews maintenance log for facilities and equipment and follow-ups to unusual notations. Directs and participates in the more difficult aspects of building construction, alteration, maintenance and repair work; directs projects to be performed in accordance with various rules and regulations. Will constantly seek new and better methods and procedures to: promote safety, reduce costs, increase efficiency of operation, service, energy management, and increase employee morale. Maintains a positive public image and positive attitude and demeanor when performing a service for customers or the general public. Performs related duties as assigned.

MINIMUM QUALIFICATIONS Completion of high school or equivalent, AND Six years of diversified experience in building maintenance activities, one year of which must have been in a supervisory or lead capacity of housekeeping/set-up services in a public assembly facility. OR Any equivalent combination of education and experience.

Considerable knowledge of preventative maintenance and safety needs of a large public facility; knowledge of electrical and plumbing systems; knowledge of the principles and methods of setting up and tearing down of events; knowledge of the basics of electrical, mechanical and HVAC systems are required; knowledge of building operation and maintenance requirements for a large public facility; knowledge of fire and safety regulations effecting the safety of the public; knowledge of methods, tools, materials and equipment used in building operation; knowledge of equestrian and recreational management activities and equestrian and recreational users needs and requirements.

Skill in troubleshooting and repair of HVAC and other facility systems; skill in planning and coordinating work schedules, skill in establishing priorities; skill in oral and written communications, skill in planning, directing, training and supervising the work of assigned personnel; skill in providing leadership and coordination multiple activities of a large and full service department; personal computers including word processing, spreadsheets, e-mail and scheduling.

Ability to establish good rapport with management, tenants, employees and general public; interpret booking sheets into work plans for full- and part-time staff that insure delivery of services to facility users; ability to supervise staff and maintain effective relations between staff and facility users; ability to originate and develop improvements to facility systems; ability to work long hours while under pressure; ability to direct a staff of full-time and part-time employees; ability to deal effectively and courteously with user groups, their representatives and the general public; ability to plan, organize and supervise the work of others.

SPECIAL QUALIFICATIONS Must possess or be able to possess a valid Utah Driver's license and have a good driving record . Must be adaptable to changing work hours as shift hours may be changed. Must be willing to work evenings, weekends and holidays. Adjustments of shifts, overtime, breaks, etc., may be required upon short notice.

TOOLS AND EQUIPMENT USED Computer, telephone, calculator, motorized vehicles and equipment, including, but not limited to dump truck, pickup truck, utility truck, backhoe, front end loader, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, welder, cutting torch.

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. 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. he employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must be able to work in an environment that includes odors, pollens, dust, sounds, etc., associated w/ livestock. The noise level in the work environment is moderately loud.

POSITION CLOSES; JULY 8, 2013

APPLICATION AVAILABLE AT AND MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING
REQUIRED**