

FLSA: NON - EXEMPT
PAY CODE: HOURLY
WC/CODE: 8810

**CITY OF WHARTON
PART-TIME
CIVIC CENTER MAINTENANCE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of technical and maintenance tasks in support of the operations of the Civic Center; and to coordinate and prepare the civic center facility for programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Services Director.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities:

- . Conduct maintenance of the Civic Center facilities and event preparation; inspect for compliance with maintenance standards.
- . Prepare the Civic Center for various programs and activities; assemble and dismantle Civic Center sets, booths, and rooms.
- . Prepare time and material estimates, sketches and diagrams necessary to plan for the Civic Center activities; establish work priorities.
- . Responsible for following all safety regulations and policies established by the City of Wharton and the Community Services Department
- . Provide assistance to individuals using the Civic Center facilities; answer questions, ensure that facility users receive efficient services.

Other important duties and responsibilities:

- . Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard practices, methods, materials and equipment used in the building construction and maintenance trades.

Occupational hazards and safety principles and practices in building maintenance work.

Operation and application of a variety of construction tools and equipment.

Ability to:

Use and care for tools, supplies and materials required in the work.

Follow all safety rules and regulations of the Community Services Department.

Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing, bending or crouching for extended periods of time*
- *operating assigned vehicles*
- *operating assigned equipment including computer equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *communicating clearly*
- *answering questions*
- *operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in the building trades.

WORKING CONDITIONS

Environmental Conditions:

Work inside; work around dirt and dust; work with machinery; use ladders and scaffolds.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending or kneeling for prolonged periods of time.