

City of Florence
FEC Maintenance Technician

DEPARTMENT: FEC
CLASSIFIED: Regular
DATE: November, 2012

REPORTS TO: FEC Director
POSITION STATUS: Non-Exempt

PURPOSE OF POSITION: The Florence Events Center (FEC) Maintenance Technician, under the supervision of the FEC Director, is responsible for technical and building operations, building maintenance and event supervision. The facility is a two-part facility consisting of a 457 seat Proscenium Theater and 7,800 square foot conference section.

ESSENTIAL JOB FUNCTIONS:

Technical:

Have a proficient knowledge of professional quality sound systems and lighting systems using computerized light consoles and a general knowledge of electrical principals such as voltage, amperage and wattage.

Have a proficient knowledge of computers utilizing current software programs and internet technology.

Supervisory:

Position is responsible for a staff of volunteers and occasional temporary contract services, serving as a facility representative, supervising public and private events and theater productions.

Ability to recruit, train, and supervise volunteers in the safe and proper technique and operation of facility equipment used in conferences, theater productions and other various events.

Maintenance:

Perform routine maintenance and operation of all facility systems including HVAC and kitchen equipment. Maintain a continuous preventative maintenance program and coordinate contract repair and maintenance as required.

Have the ability to set up and strike equipment for various events including, but not limited to tables, chairs, dance floors, pipe and drapery and power distribution.

Have the ability to set-up and strike theatrical equipment including, but not limited to

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lighting and sound equipment, stage rigging, projection systems and scenery.

Obtain pricing and purchase equipment and supplies as needed for facility operations.

Maintain equipment inventory along with records of equipment purchases, maintenance, and custodial supplies.

Oversee all aspects of safety practices and procedures in a public assembly facility and maintain work areas in a clean and orderly manner.

AUXILIARY JOB FUNCTIONS:

Have a general knowledge of public assembly management including applicable OSHA and Uniform Fire Codes for a public assembly facility.

Other duties as assigned by the FEC Director within the realm of the Maintenance Technicians duties.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is required to lift, walk, stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Position is occasionally required to move materials weighing up to 90 pounds on a recurring basis.

WORKING CONDITIONS:

May be required to work long and unusual hours including nights weekends and holidays. Work locations are primarily indoors but may be exposed to other environmental conditions.