

**City of Florence**  
**FEC Maintenance Technician**

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DEPARTMENT: Florence Events Center  
CLASSIFIED: Regular, Full-time  
DATE: February 2016

REPORTS TO: FEC Director  
POSITION STATUS: Non-Exempt  
SALARY: \$15.55 - \$21.48

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**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:**

- Perform general skilled labor to maintain the FEC facility and equipment including minor maintenance and repairs to mechanical equipment, technical equipment and building facilities.
- Perform the set-up and take-down of theatrical equipment including, but not limited to theater lighting and sound equipment, stage rigging, projection systems and scenery.
- Set-up of basic audio/visual equipment for meetings and presentations.
- Serve as the facility representative and work with FEC tenants for various FEC functions.
- Obtain pricing and purchase equipment and supplies as needed for facility operations
- Perform general monitoring and maintenance of the HVAC system, fire system and security system.
- Perform regular custodial and general ground maintenance services at the FEC.
- Coordinate, schedule and work alongside volunteers in the set-up and take-down of tables, chairs, portable stages, dance floors, power distribution and similar equipment for public and private events.
- Maintain continuous preventative operational maintenance program.
- Maintain proper 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.
- Follow written and oral instructions; act harmoniously and productively with co-workers and the general public; and produce accurate, concise and understandable reports.

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**AUXILIARY JOB FUNCTIONS:**

A good working knowledge of basic computer applications as they relate to maintaining a public facility, ability to use hand tools and other equipment generally used in building maintenance and repair.

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

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

**SUPERVISORY RESPONSIBILITIES:**

Position is responsible for a staff of volunteers and occasional temporary contract services; serves as a facility representative, supervising public and private events. Trains and supervises volunteers in the safe and proper technique of set-up and take-down of facility equipment used for public and private events, and in the safe and proper usage of theater production equipment.

**SUPERVISION RECEIVED:**

Works under the general supervision of the FEC Director.

**EDUCATION AND/OR EXPERIENCE:**

High School diploma or equivalent. Two years' experience in general maintenance and custodial work. A valid Oregon Driver's license is required.

Position requires candidate to successfully pass a City of Florence Police Department background check.

**PHYSICAL DEMANDS OF POSITION:**

Ability to stand and/or walk for extended periods; ability to bend, stoop and twist repeatedly; ability to organize and prioritize work; ability to work with minimal supervision; ability to climb stairs and ladders; ability to reach overhead for extended periods; ability to move materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds; ability to work safely. May require walking and climbing on/over, or under obstacles on uneven terrain in wet and dry conditions.

To perform job successfully an individual must be able to perform essential job functions and physical demands satisfactorily with or without a reasonable accommodation.

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**WORKING CONDITIONS:**

The majority of duties will be conducted inside but will also include work in an outdoor environment which will expose the employee to external weather conditions. May be required to work long and unusual hours, including nights, weekends, and holidays.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK AS ASSIGNED.**