



## Job Description

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<b>TITLE:</b> Event Set Up/Maintenance Technician	<b>JOB CODE:</b> 5428
<b>DEPARTMENT:</b> Parks & Facilities	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> June 2008	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under general supervision, responsible for preparation, set up and tear down of various events held at McGee Park, including preparation of the arenas. Cleans and performs general repair and preventative maintenance to the structures, grounds, and equipment related to the operation of the facility.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Set up, installation and tear down of chairs, tables, sound equipment and other props or furnishings necessary to host the various events scheduled within the facility.
- Prepares the arena footings through use of motorized equipment, vehicles and implements, to the specifications required for the various events.
- Performs a variety of repair and maintenance tasks, including but not limited to the repair and replacement of plumbing fixtures, painting, electrical malfunctions and other general maintenance tasks.
- Responsible for cleaning of building and grounds, includes cleaning of stalls and picking up litter and emptying of trash receptacles.
- Performs routine maintenance on motors, electrical problems, carpentry, plumbing, heating, air conditioning and other related mechanical equipment.
- Operates a wide range of vehicles and motorized equipment, including but not limited to backhoe, tractors, forklift, bobcat and water truck.
- Performs some custodial duties as assigned.
- Required to supervise community service and inmate laborers.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of all phases of building maintenance including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations in the operation of motorized equipment.
- Knowledge of the safety rules and guidelines.
- Knowledge of County policies and procedures.
- Skill in inspecting and repairing mechanical and electrical equipment.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Job Description**

**Event Set Up/Maintenance Technician**

- Skill in the use of basic mathematics.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

**Education and Experience:**

- High School diploma or G.E.D. equivalent.
- Some general knowledge of basic maintenance practices.
- Some general knowledge of and experience with motorized equipment, farm tractors and implements.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually very loud.
- May be required to lift and carry items more than 50 pounds.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_