

Convention Center Authority

Position Title: Engineering Technician 1

Position #:	
Salary Grade:	CA 4
Effective Date:	
Revision Date:	

<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time
<input type="checkbox"/> Seasonal

Indicate Employee Type	
<input type="radio"/>	Administration
<input type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input checked="" type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Engineering Supervisor, is responsible for event utility installations and dismantling. Responsible for daily building maintenance and repairs.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

RESPONSIBILITIES/DUTIES	
1.	Utility installation/dismantling
2.	Preventative maintenance and repairs of all equipment/systems and other special projects as assigned
3	Basic electrical experience and be familiar with general facility maintenance
4	Flexible with regard to work schedules; hours may include nights, weekends and holidays; able to be on call 24/7
5	Carpentry and painting skills required
6	Strong diagnostic skills are essential to include blueprint reading and close attention to safety regulations
7	Flexible and willing to assist operations personnel as directed.
8	Drywall and Masonary skills preferred
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16	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S. Diploma or GED required	<input type="checkbox"/> Bachelor's Degree preferred
	<input checked="" type="checkbox"/> Vocational or Technical School preferred	<input type="checkbox"/> Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Other:

Minimum Experience <small>(Minimum Required)</small>	<input type="checkbox"/> None	Impact On Budget	<input type="checkbox"/> Contributory
	<input checked="" type="checkbox"/> One to three years		<input type="checkbox"/> Direct
	<input type="checkbox"/> Three to five years		<input type="checkbox"/> Other:
	<input type="checkbox"/> Other: Experience in general maintenance		

Decision Making <small>(level of direction & supervision)</small>	<input type="checkbox"/> Little independent judgment required
	<input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

Problem Solving <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input checked="" type="checkbox"/> Methods chosen before in similar situations
	<input checked="" type="checkbox"/> Identification and analysis of diverse problems
	<input type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

External Contacts	<input type="checkbox"/> External communication is minimal
	<input checked="" type="checkbox"/> Regular contact with general public
	<input type="checkbox"/> External contacts involving difficult formal negotiations
	<input type="checkbox"/> Effectively deal with diverse groups and organizations
	<input type="checkbox"/> Other:

Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input type="checkbox"/> Orient/train others; may act in a lead capacity
	<input type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/> Other:
	Number of Direct Reports: 0

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input checked="" type="checkbox"/> Working Knowledge of Blue Prints
	<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input checked="" type="checkbox"/> Operation of Building Automation Systems	<input type="checkbox"/> Administrative principles/practices
	<input checked="" type="checkbox"/> Operation of Building Lighting Systems	<input checked="" type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input checked="" type="checkbox"/> Other: Building Systems, Plumbing
	<input checked="" type="checkbox"/> Able to work in confined spaces & different degrees of heights	<input checked="" type="checkbox"/> Flexible work schedules; will include nights, weekends and holidays
	<input checked="" type="checkbox"/> Ability to work as a team player	<input checked="" type="checkbox"/> Knowledge of general facility maintenance
	<input checked="" type="checkbox"/> Working knowledge of electrical meters	<input checked="" type="checkbox"/> Ability to work independently

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions		Physical Effort	
<input checked="" type="checkbox"/> Office, computer room	<input checked="" type="checkbox"/> High noise environment	<input type="checkbox"/> Typically sitting at a desk or table	<input type="checkbox"/> Lifting 11-25 lbs
<input checked="" type="checkbox"/> Service Areas	<input checked="" type="checkbox"/> High dust, dirt, grease environment	<input type="checkbox"/> Typically standing or walking	<input checked="" type="checkbox"/> Lifting 25 lbs or more
<input checked="" type="checkbox"/> Flexible work schedules	<input checked="" type="checkbox"/> Exposure to moving machinery	<input checked="" type="checkbox"/> Bending, crouching, stooping	<input checked="" type="checkbox"/> Using Power Tools
<input checked="" type="checkbox"/> Valid TN Driver's License	<input checked="" type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Running, climbing	<input checked="" type="checkbox"/> Using Pallet Jack
<input type="checkbox"/> Travel Required	<input checked="" type="checkbox"/> Outdoor exposure to weather	<input checked="" type="checkbox"/> Intermittently sitting/standing/walking	<input checked="" type="checkbox"/> Using Utility Carts
<input checked="" type="checkbox"/> Exposure to Customers	<input type="checkbox"/> Requires Pre-employment Physical	<input checked="" type="checkbox"/> Climbing ladders/scaffolds	<input checked="" type="checkbox"/> Using Forklift
		<input type="checkbox"/> Lifting 10 lbs or less	<input checked="" type="checkbox"/> Driving CCA Vehicle

Employee Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Employee's Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Employee
Department Director
Personnel File

For HR Use Only (Do not write below this line):