

# Convention Center Authority

**Position Title:                      Engineering Technician 2**

<b>Position #:</b>	10655
<b>Salary Grade:</b>	CA 6
<b>Effective Date:</b>	
<b>Revision Date:</b>	2/1/2017

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

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

<b>Indicate Employee Type</b>	
<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 Senior Engineering Manager, 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, diagnosis, 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, plumbing, and painting skills required
6	Perform the installation and repair, as well as preventative maintenance of various electrical or electronic equipment, including HVAC and chiller motors, motor controls, transformers, controls, and switchboards. Repair, maintain and install commercial HVAC systems. Troubleshoot problems with heating and air conditioning systems
7	Strong diagnostic skills are essential to include blueprint reading and close attention to safety regulations
8	Flexible and willing to assist operations personnel as directed.
9	
10	
11	
12	
13	
14	
15	
16	
17	<b>Perform additional duties as assigned.</b>

**Job Evaluation Factors (Check all that apply)**

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

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

<b>Decision Making</b> <small>(level of direction &amp; 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:
---------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Problem Solving</b> <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:
----------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>External Contacts</b>	<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:
--------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Supervisory Responsibility</b> <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Authority limited to direction of temporary employees only <input checked="" 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
---------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

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

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

Team Member Print  
Name/Date \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the job requirements.

Team Member Signature \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Copies to: Team Member  
Department Director  
Personnel File

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