

Convention Center Authority

Position Title: Building and Grounds Maintenance

Position #:	10681
Salary Grade:	CA 01
Effective Date:	
Revision Date:	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 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 Senior Engineering Manager and Engineering Supervisors, is responsible for routine preventative maintenance, repairs and cleaning including daily inspection of all lighting and shop and mechanical room cleaning; care of maintenance of interior/exterior perimeter of MCC; assist Engineering Technicians as may be required.

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.	Performs routine and extensive grounds keeping and building maintenance duties for the MCC.
2.	Assist Engineering Technicians as needed and instructed
3	Maintains and facilitates grounds by inspecting, painting, cleaning, repairing or replacing equipment, and other fixtures and structures within MCC.
4	Inspects equipment and facilities, conducts preventive maintenance and ensures safety
5	Operates tractors, mowers, trucks and carts, transports equipment, assists in setting up of events, makes repairs as needed, removes debris and weeds and performs needed landscaping and irrigation.
6	Assures proper use of fertilizers, insecticides, herbicides, and fungicides.
7	Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.
8	May perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
9	Sprays lawns, trees and shrubs with fertilizers and insecticides.
10	Plants grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth.
11	Cuts lawn using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc.
12	Maintains and performs maintenance and preventative maintenance on all landscaping and building maintenance tools and equipment as specified.
13	Responsible for maintaining and keeping all parking and exterior grounds policed and in neat order.
14	
15	
16	
17	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

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

Minimum Experience <i>(Minimum Required)</i>	<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:		

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

Problem Solving <i>(Typical level encountered over extensive period of time)</i>	<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 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 <i>(Typical level encountered over extensive period of time)</i>	<input type="checkbox"/> None
	<input checked="" 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 <i>(knowledge of...)</i>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> AutoCad
	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Computers
	<input type="checkbox"/> Microsoft Outlook	<input checked="" type="checkbox"/> Other: Building Systems
	<input checked="" type="checkbox"/> Ability to work as a team player	<input checked="" type="checkbox"/> Flexible work schedules; will include nights, weekends and holidays
	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions	<input checked="" type="checkbox"/> Ability to deal with problems involving a few concrete variables in standardized situations.

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 checked="" 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 checked="" 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 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

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):