

POSITION DESCRIPTION

Position Title: Maintenance Mechanic (Ford Center)

Department: Ford Center Maintenance

Purpose of the Position

The purpose of the Maintenance Mechanic position is to maintain and repair all facility systems and equipment and to provide housekeeping functions at the Ford Center and its grounds. Maintenance Mechanics also provide these services at the Victory Theatre and other facilities under the EVCBA jurisdiction as directed.

Organizational Relationship

Maintenance Mechanics report directly to the Director of Operations of the Ford Center but may also be directed by the EVCBA General Manager or any other EVCBA Supervisor.

Essential Functions of the Position

- Complete all floor, stage, lighting and seating conversions required for various events including but not limited to basketball, hockey, ice shows, concerts, conventions, circus, monster truck shows, trade shows, graduations and other various events.
- Interact appropriately as a member of a team to complete all required facility conversions in a timely and safe manner.
- Maintain stamina, alertness and safety when working for extended hours and/or when performing physically strenuous labor.
- Demonstrate functionally safe balance when working on ice.
- Walk, climb and maneuver safely at all heights.
- Maintain visual and sensory awareness of activities being performed in close proximity to self.
- Operate any and all required tools and equipment necessary for facility maintenance and conversions.
- Read and follow diagrams, sketches, charts, tables and other written instructions for performing conversions.
- Read and follow operation manuals and manufacturer's specifications for all tools and equipment.
- Perform all housekeeping duties at the Ford Center including cleaning locker rooms, suites, offices, restrooms, floors, walkways, stairs, handrails, elevators, water fountains, seats, tables and other areas.

- Empty all trash receptacles and replace liners following events.
- Sweep and mop all hard surfaces and vacuum all carpeting.
- Check and refill all paper towels, toilet paper, soap and sanitary napkins as needed.
- Perform repair and maintenance on all building systems including but not limited to electrical, plumbing, architecture, painting, flooring, doors, windows, furniture and other hardware and fixtures.
- Performs preventative and routine maintenance on all tools and equipment.
- Assist HVAC technicians with their duties as needed.
- Performs grounds maintenance, landscaping, snow removal and cleaning access ways at the Ford Center.
- Reports equipment in need of repair or replacement that is beyond the scope of the Maintenance Mechanic position to EVCBA director/supervisor.
- Reports all unsafe conditions affecting self, fellow employees or the general public to EVCBA director/supervisor.

Work Duration

Hours are highly dependent on the schedule of events that occur at the Ford Center. Maintenance Mechanics are expected to be available to work day or night shifts, extended shifts, staggered shifts, variable-length shifts and overtime. Shift scheduling is determined by the Director of Operations per the needs of the facility.

Environmental

Exposure to all outdoor atmospheric conditions as duties require. Exposed to extreme heat, cold and dusty conditions. Maintenance Mechanics work in close proximity to loud and/or moving equipment and must occasionally work in wet and soiled environments. Must access equipment in and maneuver through various confined spaces. Maintenance Mechanics work at heights multiple stories above the event floor and on the roof. Maintenance Mechanics may be exposed to toxic or caustic chemicals. Maintenance Mechanics often work, ambulate and operate machinery on the ice floor.

Tools and Equipment

Tools and equipment include but is not limited to: hand tools, power tools, ladders, lifts, hoists, metal and woodworking tools, dollies, carts, communications radio, measuring equipment and gauges, floor buffers, vacuuming cleaners, fork lifts and ice resurfacing machine (Zamboni). Safety equipment is utilized as needed and may include: hard hat, safety glasses, hearing protection, steel toe shoes/boots, gloves, protective clothing, masks/respirators and fall arrest protection and ice cleats.

Physical Demands

	Rare or Not Essential	Occasional (1-33% of the workday or 3-12 reps per our)	Frequent (34-66% of the workday or 13-30 reps/hour)	Constant (67-100% of the workday or 31-60 reps/hour)
STRENGTH				
Lift			50#	
Carry			X	
Push			X	
Pull			X	
MOBILITY				
Sit		X		
Stand			X	
Walk			X	
Stoop			X	
Twist		X		
Crouch			X	
Kneel		X		
Crawl		X		
Climb (stairs, ladder)		X		
Neck bend (downward)		X		
Neck extend (upward)		X		
Neck twisting		X		
DEXTERITY				
Gripping			X	
Reaching (below shoulder)			X	
Reaching (above shoulder)		X		
Fine manipulation		X		
SENSORY				
Feeling (fingers)		X		
Seeing (near acuity)		X		
Seeing (far acuity)		X		
Color Vision		X		
Field of Vision			X	
Hearing			X	
Speaking		X		

*Position description updated April 2016