



ECVA  
Code: 20  
700 Moren Way  
Elko, NV 89801  
775.738.4091

Dept/Job: Facilities Svcs.

Date Est: September 2022

Last Rev:

FLSA: Non-Exempt

Probation: Six (6) Months

Schedule: 40 Hrs/wk.

Reports to: Facility Svcs Manager

Supervises: Direct (0) Indirect (0)

## POSITION DESCRIPTION

### FACILITY SERVICES I

#### **SUMMARY OF JOB PURPOSE**

The Facility Services I performs manual, janitorial, and unskilled laborer tasks.

#### **DEFINITION**

Under the direction of the Facility Services Manager and/or the ECVA Executive Director, performs a variety of duties in reference to cleaning and maintaining the appearance of ECVA facilities and surrounding grounds; setup and tear-down of facility spaces for contracted use; perform routine maintenance tasks and minor repairs; and perform other work as assigned to ensure safe and efficient operations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the ECVA Facility Services Manager and/or the ECVA Executive Director. This position does not require supervision of personnel, may have indirect guidance with some personnel.

#### **ESSENTIAL FUNCTIONS**

*Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

- Complete the timely setup, changeover, and tear down of event space, including but not limited to flooring, dance floors, portable chair placements, operable walls, barricades, staging tables, portable bars, piping, draping, signage, AV equipment, and other furnishings and equipment.
- Complete the daily activities for facilities operation and upkeep to ensure day-to-day operational needs of the facilities are met, including but not limited to loading/unloading trucks, transporting trash and waste to proper disposal areas, replenishing supplies.
- Complete cleaning and janitorial tasks including but not limited to sweeping, mopping, dusting, disinfecting, within restroom facilities, kitchen facilities, theater, stage, lobbies, meeting rooms, offices, work/maintenance areas, grounds, parking areas, and other locations.
- Complete trash removal, vacuuming, spot cleaning, washing, stripping, carpet cleaning, window washing; dusting, woodwork, counters, windowsills, window coverings, metal work and light fixtures; clean windows, counters, molding, rails, and other parts of buildings. These may be daily activities and have increased frequency before, during and after facility rentals for events.

- Complete repair and maintenance tasks such as painting, patching, replacing lights, replacing ceiling tiles and replacing filters throughout facilities.
- Provide support and service to clients utilizing facilities before, during and after contracted use. This includes, but is not limited to, courteous, professional communication in-person and via hand-held radio, technical support in utilizing facility amenities such as sound systems, lighting systems, AV equipment and minimal concession support.
- Replenish supplies as needed throughout facilities and notify appropriate personnel when supply reorders are necessary to avoid disruption of service to clients.
- Complete minor repair and maintenance of sprinkler systems, landscaping, general grounds, and parking areas. This may include digging holes, adjusting sprinkler heads, and repairing sprinkler lines and raking grounds. Snow and ice removal during winter months and removal of debris from doorways and walkways.
- Maintain equipment, materials, and supplies in proper condition. Report irregularities, discrepancies, damage, loss of property and safety concerns promptly to supervisor.
- Operate ECVA equipment in a safe manner and in compliance with organizational policies and local, state, and federal laws.
- Contribute to the success of the organization by participating as an active team member and representing the organization with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Must maintain confidentiality regarding identified confidential information.
- Initiates, develops, and contributes to independent programs and activities designed to increase the efficiency and productivity of the ECVA.
- Participates, assists, and ensures compliance in the long- and short-term goals and objectives of the ECVA.

### **QUALIFICATIONS FOR EMPLOYMENT**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **KNOWLEDGE OF**

- Practice and procedures related to all areas of custodial services; event/meeting setup, tear down and change overs.
- Proper usage of cleaning materials, chemicals, janitorial tools, basic maintenance tools and light equipment and machinery operation.
- Minor maintenance of hand, power tools, and equipment used in custodial work.
- Safety procedures applicable to the use of janitor's tools and cleaning supplies.

- Basic computer uses and operation and ability to operate Windows, Microsoft Word, Excel, Outlook, and timeclock software, utilize email and navigate the internet for time management and work-related research.
- Standard office equipment utilization.

## **SKILLS**

- Communicating effectively both verbally and in writing.
- Use of maintenance tools, equipment, and supplies in a safe and efficient manner.
- Drive trucks, cars, SUV, forklifts, other vehicles, including obeying the laws and safety regulations.
- Use of hand and basic power tools.
- Understanding and comprehending verbal and written instructions.

## **ABILITY TO:**

- Comply with all Elko Convention and Visitors policies and procedures.
- Work extended and/or irregular hours including nights, weekends and holidays as needed.
- Work independently on assigned tasks and as part of a team without close supervision.
- Read and comprehend diagrams, written & verbal instructions.
- Contribute effectively to the accomplishment of team or work group objectives and activities.
- Use janitorial tools and supplies in a safe and effective manner.
- Use of gardening tools and equipment.
- Use of different types of hand tools, including climbing ladders, use of an electronic lift.
- Carry out written instructions and understand and follow directions.
- Maintain simple records of work performed.
- Communicate and interact with others in a courteous and respectful manner.
- Operate and utilize different types of cleaning chemicals and equipment.
- Learn and follow operating procedures
- Identify when buildings, grounds and equipment need repair.
- Properly operate machines such as vacuums, drills, coffee maker, and other hand tools and equipment.
- Speaking effectively with the public, groups and respond to questions.
- Developing and maintaining effective working relationships with subordinates, peers, supervisors, city, county, state and federal officials and the public as needed. Dealing with problems courteously and tactfully.
- Manage multiple tasks ensuring their successful completion. Meeting deadlines, adhering to due dates.
- Work independently and prioritize daily work duties.
- Effectively communicate and make sound judgments and decisions.
- Recognize and respect all sensitive information and utilize confidentiality accordingly.

- Model expected behavior, motivating fellow staff and volunteers, work with diverse groups.
- Follow all safety policies.
- Pass a background check.

## **EXPERIENCE AND EDUCATION**

*Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- Any work, training, or experience which required following verbal and written instructions and use of simple tools to perform manual labor tasks, generally, one (1) year of cleaning experience.

## **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.*

- Nevada Driver's License with no restrictions or limitations
- OSHA-10 Certification. Training provided upon hire if needed, to be completed within six (6) months of date of employment.

## **OTHER REQUIREMENTS**

### **PHYSICAL and MENTAL REQUIREMENTS**

*The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, stamina, dexterity, coordination, and vision with the ability to adjust focus. Working, standing, and walking for extended periods of time. Walk on uneven or slippery surfaces. Work in tight or confined spaces. Work at heights, sometimes 50 feet or higher. Working on ladders and electronic lifts. Lifting of items weighing up to 50 pounds, such as equipment, safety equipment, tables, chairs, decorations, tools, dance floor, moveable walls, and other materials. Moving from place to place within the office, convention center, conference center and other work sites, reaching for items above and below waist level, including above the head. Endurance and vision to drive for extended periods of time throughout the County and State. Sitting and standing for lengthy periods of time and walking various distances. Perform heavy manual tasks using hand tools. Perform repetitive motions including sweeping and using power buffers. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately manage stress and interact with others, including supervisors, coworkers, clients, and customers. Command and use of keyboard and video display terminal, sometimes for prolonged periods.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

### **WORKING CONDITIONS**

Generally clean working environment, with exposure to dust, fumes, odors, or noise; however, other work sites, including outdoors, will include time in all types of conditions, with exposure to dust, fumes, odors, heat, cold, noise, hot water, cold water, and other environmental factors possible or likely. Work in adverse weather conditions for limited periods of time, including but not limited to heat, cold, rain, wind, and snow. Depth perception sufficient to maneuver tools and operate mobile equipment. Video terminal use on a regular basis, microwaves are in use on the premises,

wireless and broadband connections and equipment are present. May be required to drive alone for extended periods of time throughout the county and state. When riding in a vehicle, there may be exposure to extreme heat, cold, dust, noise, vibrations, and other environmental factors.

**EFFECT ON END RESULT**

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to the public and the community. Improved public perception as a quality organization demonstrated by effective and uniform enforcement of the ECVA policies and procedures.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to reflect those principal job elements essential for recruitment and selection for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross trained as shall be determined at the sole discretion of the Executive Director, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.*

Incumbent Comments: *(Please attach additional pages if necessary.)*

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**Signatures/Dates**

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Incumbent Printed Name

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Supervisor Printed Name

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Incumbent Signature

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Supervisor Signature

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