



JOB DESCRIPTION

Position Title:

Maintenance & Operations Coordinator

Affected Department:

Expo Center grounds (72-acres)

RV Park, Field House, parking lots

Union/Non-Union:

Non-Union

Pay Scale:

**\$23.00/hour & retirement option upon eligibility,
Paid holidays**

Summary:

This is a permanent full-time position that reports to the Enumclaw Expo Center General Manager or designee.

The responsibilities include providing leadership, planning and guidance to the maintenance staff; for scheduling and oversight of staff in providing for the ongoing maintenance and upkeep of the facilities and grounds along with the day-to-day operational requirements (event and customer focused activities) related to the Enumclaw Expo Center, Field House Event Venue, RV Campground and misc. parking lots.

Specific Responsibilities:

Includes, but is not limited to, such essential functions as listed below:

- Act as the direct point of contact between General Manager and the Maintenance Crews for organizing work & event projects by priority
- Point of contact for major third-party services contracts, including but not limited vending machines, ice supply, electricians, professional services as needed.
- Provide hands-on support to the team as needed.
- Provide organizational leadership and accountability to the operations team in managing and protecting physical assets.
- Develop comprehensive work schedule that compliments the needs to support events and overall maintenance to Enumclaw Expo grounds.

- Manage workflow strategy and organization related to event preparation and execution. Acts as a direct point of contact to coordinate the seasonal with the Event Manager and Contract Manager.
- Maintain inventory reports for assets. Update as appropriate.

- Establish maintenance goals, in collaboration with the General Manager, Event Staff, Maintenance Staff and develop a maintenance/operation Work Plan for the Expo Center.
- Coordinate with general manager on an ongoing basis to establish priorities and shifts available resources based on events and other customer activities.
- Delegate assignments, projects and tasks; create schedules and lead permanent, part-time seasonal and event employees and volunteers.
- Identify steps for preventative maintenance to facilities and grounds
- Establish and maintain repair and maintenance records
- Report and mitigate if possible any unsafe situations or conditions.
- Report damage, incidents or injuries
- Establish maintenance records
- Represent the Expo Center with a high level of professionalism and excellent customer service skills
- Perform general Expo Center maintenance as needed
- Maintain effective communication with supervisor and other Expo staff
- Perform other duties as assigned by General Manager

ADMINISTRATIVE RESPONSIBILITIES

- Attend weekly staff meetings.
- Attend Event Planning weekly meetings as appropriate in planning stages
- Work directly with the General Manager to manage recruitment, staffing, and employee development with the operations and events team.
- Budgetary items will include coding receipts and tracking expenses maintenance projects for event reports/invoicing
- Maintain and coordinate the records for annual inspections, tune-ups, etc.
- Perform annual performance reviews for all direct reports and other team members as directed by the President/CEO. Professionally manage negotiating and mediating conflicts. Ensure the organization's compliance with labor laws and internal policies (including operational, environmental, and procedural) are always adhered to.

Qualifications

- Must be at least 21 years of age with a valid driver's license
- Must have High School Diploma or equivalent
- Ability to organize and prioritize multiple tasks
- Ability to work without supervision
- Ability to communicate effectively both orally and in writing

- Ability to speak, read and write in English
- Ability to navigate intense clients and situations

Required Physical Traits

- Manual dexterity and visual acuity to operate equipment and utilize tools.
- Frequent or continual movement from place to place with normal physical mobility. Managing assigned tasks throughout various indoor and outdoor location with and in potentially inclement and severe weather conditions.
- Ability to speak and hear to exchange information and provide work direction
- Ability to sit or stand for extended periods of time
- Ability to lift and carry weights of up to 50 lbs as required
- Ability to kneel, crouch and bend at the waist to conduct tests, inspections, and maintenance
- Ability to perform job responsibilities
- This position is subject to drug testing at any time.

Schedule

- 40 hours –Flexible Schedule required. Hours and days of work will vary depending on events and the peak season. Hours may include weekends.
- Shifts will be 8-10 hours depending on event schedule.
- Position must be present for weekend prior and entire week and weekend of King County Fair.