

JOB TITLE: Casual Utility DEPARTMENT: Operations

REPORTS TO: Utility Lead/Asst. Operations Manager FLSA: Part-Time Hourly/Non-Exempt

SUMMARY

Maintains general maintenance of facility, as well as the preparation and tearing down of events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Repairs and maintains facility, including painting and general labor
- Handles preparations for all events, including installation and removal of dasher board system for hockey, staging for concerts and family shows and basketball flooring.
- Snow removal and general maintenance of areas on the outside of the facility, which involves driving plow truck and forklift, as needed.
- General summer garden detail, including cutting grass with mower, weeding, and trimming using motorized trimmer.
- Implements corrective actions and solutions.
- Follows procedures for use of Work Order and AEG Maintenance Manager Systems.
- Adhere to OSHA, NFPA and other applicable safety codes.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION AND/OR EXPERIENCE

High school diploma/GED

SKILLS AND ABILITIES

Excellent organization skills

Ability to prioritize and to handle multiple projects simultaneously

Good written, verbal, and interpersonal skills required; ability to interact with all levels of staff including management

Professional presentation, appearance, and work ethic

Ability to work irregular hours, including night and weekend duties is required

COMPUTER SKILLS

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires heavy lifting, minimum of 50lbs. overhead, push/pull, climbing, carrying, bending, stooping, crawling, and working in awkward positions and equipment operation. Regularly required to use hands to finger, handle or feel; reach with hands and arms.

This position requires both indoor and outdoor work and is subject to adverse conditions, including temperatures below 32° F.

Must be available to work between the hours of 10pm - 7am. Hours and days will vary based upon our event schedule and will include weekends and may include some holidays.

Interested candidates should submit completed application to:

Human Resources Manager AEG/PPG Paints Arena 1001 5th Avenue Pittsburgh, PA 15219 412-804-7981 - Fax hrmanager@ppgpaintsarena.com