

JOB DESCRIPTION – FULL TIME SET-UP TECHNICIAN

Position Overview

Full Time Set-Up Technicians priority will be to complete room set-up / strike activity for all client related events. This would include the set / strike of various numbers and various configurations of tables, chairs, staging, bleachers, risers, dance floor, pipe & drape etc. into and out of facility event spaces.

A secondary focus will be to also assist to maintain the cleanliness of all internal facility space as well as the external perimeter when needed.

All Full Time personnel, as needed, will act as shift or project leads by taking direction from the Set-Up and Housekeeping Manager / Assistant Manager and communicate direction to Part Time or Temporary staff.

Reports to: Set-Up and Housekeeping Manager

Job Description

- Set / strike rooms with equipment (tables, chairs, staging, bleachers, risers, dance floor, pipe & drape, etc.) according to pre-determined floor plans for events in an efficient, timely, accurate and professional manner.
- Set / strike to include the manual movement of equipment throughout the facility from storage areas to event spaces and back to storage.
- Set / strike to include the removal of refuse, cleaning of floors & equipment, etc. to provide a clean event space before, during, and after an event.
- Review work assignments and Building Equipment Orders (BEO) with the Set-Up and Housekeeping Manager / Assistant Manager.
- Maintain department equipment as necessary, both operationally and in a neat and orderly manner for storage.
- Assign tasks and supervise Part Time / Temporary staff when needed.
- Provide excellent customer service assistance to internal and external clients.

- Perform customary Housekeeping / Janitorial duties when necessary: Clean floors (both hard floors & carpeted), restrooms, furniture & equipment, walls, windows, fixtures, doors, and other areas and items throughout the facility.
- Work on various preventative maintenance projects to maintain cleanliness, appearance, and safety of the facility.
- Operate an assortment of equipment including: forklift, buffer/burnisher, rider sweeper/scrubber, walk behind scrubber, blower, vacuum, pressure washer and others as needed
- Performs other duties as assigned.

Qualifications:

- Minimum of one (1) year progressively responsible experience in the setup / strike function in a first-class Convention Center environment. Relevant hotel experience with meeting facilities will be considered.

- High school diploma, GED or equivalent preferred.
- Ability to read, write and speak English; perform basic math functions.
- Good interpersonal skills with the ability to deal harmoniously with guests, employees and outside contractors.
- Contact with water, liquids or cleaning materials. / Exposure to dirt and dust.
- Must have the ability to work flexible schedule including long hours, nights, weekends and holidays. Regular and punctual attendance.

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics 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.

Intellectual/Social demands:

- While performing duties of this job, the employee is frequently required to multi-task under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position requires frequent use of interpersonal skills with staff including following verbal, written or a diagram of instructions. Employee must be able to recognize and resolve conflicts, being able to openly communicate with all staff. This position requires employee to frequently work both independently and as part of a team for variety of tasks.

Physical demands:

- While performing duties of this job, the employee frequently lifts and moves facility equipment, supplies and/or tools. Employee will constantly move about inside and outside various areas of the facility before/during/after events; position will require employee to frequently bend, stoop, or crouch in order to set-up, tear down or clean in various areas of the building and grounds. Employee will as needed operate various machines in cleaning and maintenance of building; employee will constantly communicate via radio and in-person with staff to exchange accurate information. Employee may frequently be required due to business demands and event operations to lift and/or move up to 75 pounds.

Work environment:

- The duties of this position are performed primarily indoors and occasionally outdoors in the weather conditions prevalent at the time. The noise level in the work environment is usually minimal to moderate during non-event days and when not operating equipment and moderate to loud during event days when equipment is in operation.

Spectra is an Equal Opportunity Employment Employer