

Union Public Schools Job Description

Position Title: Building Engineer for UMAC Events Office
Department: UMAC
Reports To: Facility Coordinator

FLSA Designation: Non-exempt

SUMMARY: Under general direction, provide administrative and event assistance for the Union Public Schools UMAC Events office and district owned property where events occur.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides day-to-day administrative support including answering phones, sorting mail, greeting guests, and providing for office needs.
- Processes Facility Use Request Forms for district facilities and assists in scheduling and booking of events.
- Assists with the coordination and monitoring of activities / events related to Union Public Schools and the facilities of the district.
- Assists with the financial affairs of the UMAC Events Office, including but not limited to requisitions and purchase orders, budgeting, tracking, expenditures/income and preparing financial reports.
- Assists with UMAC Concessions and other concessions as needed by ordering supplies and product, maintaining in-date product, staffing during events, and tracking expenditures/income.
- Assists and follows the direction of the High School Campus Building Engineer.
- Provides clerical assistance in the Events office, including copying, mailings, etc.
- Provides administrative support for UMAC Marketing Director and UMAC Facility Coordinator.
- Assists with the U-Wear store as needed and instructed by supervisor.
- Assists with coordinating the facility/departmental operational services during activities/events.
- Answers client/patron questions and provide assistance.
- Demonstrates continuous efforts in improving operations, working cooperatively and jointly with other UMAC and District Departments to provide optimal services to the District and community.
- Works nights and weekend events as necessary.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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, physical stamina, 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 or general education degree (GED). First Class Operating Engineers License. Demonstrated ability to operate a personal computer and computer programs. Computer experience should include use of spreadsheet, database and word processing software. Event planning experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students, outside event clients and attendees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to multi-task with attention to detail. Ability to work flexible hours including evening and weekends when needed.

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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is frequently required to walk and stand for extended periods of time. The employee is occasionally required to assist with event set up and tear down. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be required to work both indoors and outdoors and under adverse weather conditions. The employee may be required to work evening shift and weekends. The employee is continuously interacting with the staff.

The noise level in the work environment is usually moderate.