

Houstonfirst™

Job Posting

Job Title:	Maintenance Specialist
Department:	GRB Operations
Reports To:	Maintenance Superintendent
Location:	GRBCC, Houston, Texas
Hours:	2nd Shift (2pm-11pm) Hours may vary due to event activity
FLSA Status:	Non-Exempt
Updated:	October 2021

SUMMARY: Responsible for ensuring that all set-up requirements are met to client's specifications for events held at the George R. Brown Convention Center. Mainly focus will be the exhibit halls, and occasionally meeting rooms. When required, this also covers all HFC indoor / outdoor facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise contract cleaning staff on daily tasks;
- Ensure that contractors have the equipment necessary to perform their jobs
- Work with Convention Services Managers and superintendents to ensure event set ups and cleaning requirements are met on time;
- Perform daily and monthly building inspections when necessary
- Monitor and ensure the safe use of equipment and proper application of cleaning supplies;
- Ensure that all equipment and supplies are properly maintained;
- Ensure all work is performed in a safe manner
- Operate forklifts and scissor lifts
- Responsible for the proper disposal of all trash generated by restaurant tenants
- Member of "Essential Personnel Team" – required to report to work during hurricanes or any natural disaster
- Other duties and special projects as needed.



SUPERVISORY RESPONSIBILITIES:

- Manage housekeeping workers;

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent
- 5 years similar experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Light computer skills;
- Ability to read a floor plan in order to set up rooms for events
- Ability to work independently and pro-actively;
- Adaptable to changing environments;
- Thorough knowledge of occupational hazards and ability to take necessary safety precautions;
- Effective communication including oral, written and listening skills; and
- Ability to motivate team to produce quality work within tight timeframes.

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.

- Considerable physical exertion, such as regular climbing of ladders, lifting heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.
- Routine discomforts from exposure to moderate heat, cold, moisture and unpleasant air conditions; may involve routine exposure to soiled materials and chemical substances such as cleaning solutions.

The above information in this job description has been designed to indicate the general nature and level of work performance by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

ANNUAL SALARY: Commensurate with experience

BENEFITS: Medical, Dental and Vision insurance
401(K) (100% match up to 6%)
Paid Holidays (10 Days)
Paid Time Off (120 hours first Year)
Health Reimbursement Account and Flexible Spending Account
Tuition Reimbursement (Up to \$5,200.00 annually)
Paid Basic Life & Accidental Death and Dismemberment
Paid Short-term and Long-term Disability Pay
Paid Parking – Downtown Houston



POSTING DATE: October 27, 2021

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.



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Pursue
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Be a Passionate
Ambassador



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It