

Houstonfirst

Job Posting

Position:	Maintenance Supervisor
FLSA:	Non-Exempt
Department:	Wortham Theater Center / Jones Hall
Reports to:	Facilities Superintendent
Reporting Location:	GRBCC, Houston, Texas
Workdays & Hours:	Varies

SUMMARY: Responsible for ensuring that all requirements are met to standards for HFC indoor / outdoor facilities.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Supervise a crew of HFC operations staff and contract workers who handle set ups and cleaning for HFC indoor / outdoor facilities
- Ensure that HFC staff and contractors have the equipment necessary to perform their jobs
- Delegate special projects to contractors
- Repair equipment for set up and maintenance; may perform some carpentry work
- Order supplies for certain events
- Member of “Essential Personnel Team” – required to report to work during hurricanes or any natural disaster
- Perform periodic and on-going inventory of equipment and supplies
- Ensure all work is performed in a safe manner
- Other duties and special projects as needed

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- Manage HFC staff and contract workers
- Prepare and manage operations budget

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- High School Diploma or equivalent
- 5 years similar experience



KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Ability to read floor plans 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
- Ability to motivate team to produce quality work in tight timeframes
- Computer/Software Skills

MISCELLANEOUS:

- Must pass a pre-employment drug test

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

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. High altitude.
- 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
- Operates all equipment in inventory. (Scissor lifts, forklifts, scrubbers, etc...)
- May be required to work long hours and holidays

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, prorated)
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

POSTING DATE: July 20.2021

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.

