

**Position Announcement: Maintenance Technician**

SMG, the leader in private management of public facilities, has an employment opportunity for an **Maintenance Technician** for the Palm Springs Convention Center. For more information about our organization, please visit the following web sites: [www.palmspringscc.com](http://www.palmspringscc.com), [www.visitpalm Springs.com](http://www.visitpalm Springs.com), [www.smgworld.com](http://www.smgworld.com)

Apply at: <https://recruiting.adp.com/srccar/public/RTI.home?d=External&c=1152751&d>

**POSITION SUMMARY**

Position is responsible for cleaning and maintenance services throughout the convention center. This includes painting, repairing and adequately maintaining equipment.

**ESSENTIAL RESPONSIBILITIES**

- Ensures proper and efficient operation of building systems and equipment.
- Performs routine inspections throughout the facility to detect wearing, malfunctions or breakdowns.
- Ensures proper utilization and processing of work orders.
- Operates equipment such as light trucks, pallet jacks, forklifts, scrubbing machines or other light power driven equipment.
- Apply paint, stain, varnish, enamel and other finishes to equipment, buildings and/or other structures, using brushes, spray guns or rollers.
- Calculates amounts of required materials and estimates costs based on surface measurements and/or work orders.
- Fills cracks, holes and joints with caulk, putty, plaster or other fillers using caulking guns or putty knives.
- Ensures all tools, equipment, machines and workspaces are all cleaned daily and stored properly per OSHA, CAL-OSHA, NFPS & EPA compliance requirements.

Maintenance

- Assists with facility equipment maintenance, upkeep and repairs including, but not limited to, cleaning, stocking, room refreshes and power equipment set up as needed.
- Assists with facility carpet cleaning/extraction and pressure washing of exterior areas.
- Assists with facility equipment maintenance and repair including but not limited to, cleaning chairs, repairing risers and tables and power equipment as needed.
- Assists with facility basic building repairs and maintenance including, but not limited to, wall repairs, stucco and décor patching, painting, carpet replacement, equipment installations, changing light bulbs, debris removal, landscaping and other general labor activities.
- Assists with set up and take down flooring, portable chairs, operable walls, barricades, staging, tables, telephones and other equipment for the successful execution of events as needed.
- Transport equipment to and from offsite storage, as is necessary utilizing city truck.

Other

- Promotes and fulfills SMG goals and brand promise.
- Participates in safety programs to achieve safety goals.
- Assists the department and organization with various projects and special assignments as needed.
- Assist clients and facility visitors as needed.
- Attends and participates in planning, training, and staff meetings.
- Performs other assigned duties as required.

## 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:

High school diploma or equivalent.

### Experience:

1-2 years facility maintenance experience.

### Skills and Abilities:

- Equipment Selection: Determining the kind of tools and equipment needed to complete a job.
- Knowledge of general janitorial methods and practices.
- Building and Construction: Knowledge of materials, methods and the tools involved in the construction or repair of houses and buildings.
- Ability to prioritize multiple projects.
- Demonstrate problem-solving and communication skills.
- Ability to communicate clearly and effectively.
- Ability to work evenings, weekends and holidays.
- Ability to work at varying heights on ladders, scaffolding, ledges and the roof.
- Ability to operate and work from scissor, boom and other aerial lifts as required.

### Technology

- Working knowledge of MS office programs including Outlook, Excel, and Word is preferred.

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):

- Ability to work both indoors and outdoors in inclement weather as required.
- Ability to work extended periods of time both walking and/or standing.
- Ability to work through the facility and at various events including; sitting, standing, walking, lifting, reaching, stooping, kneeling and/or crouching, pulling and pushing.
- Ability to operate various mechanical equipment
- Ability to lift up to 50 lbs.
- Exposure to potentially hazardous chemical solutions.

### Certifications:

- None required

### **External Candidates Apply at:**

Please apply at: <https://recruiting.adp.com/srccar/public/RTI.home?d=External&c=1152751&d>

**SMG - The Palm Springs Convention Center and Bureau of Tourism**  
277 North Avenida Caballeros  
Palm Springs, CA 92262  
Camille Steele Human Resource Manager: 760-322-8417  
Fax: 760-778-4102

### **Internal Employees Apply at:**

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000231669906#/>

**SMG is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**

Date Opened: 2/12/19

Closing Date: Until Filled