

JOB OPENING NOTICE

Department: Old National Events Plaza

June 17, 2022

Position: Laborer, Wednesday – Sunday, 3pm – 11pm

Job Category: Union

Salary Range: \$20.1701 per hour \$41,953.81 annually

Laborer Position in Operations Department at the Old National Events Plaza

Must be able to perform all job function as per job description and follow essential job functions and requirements

Please Contact Nick Wallace To Sign Up For This Position

nwallace@oldnationaleventsplaza.com

[812-435-5770 ext 303](tel:812-435-5770)

Posted 6/17/22 Until Filled

Nick Wallace

General Manager

Old National Events Plaza

VANDERBURGH COUNTY COUNCIL

Job Description

Job Title: LABORER. Wednesday – Sunday, 3pm – 11pm
Department: OLD NATIONAL EVENTS PLAZA/ VANDERBURGH COUNTY COMMISSION
Reports to: Operations Director or Coordinator
FLSA: Non-Exempt
Prepared By: Vanderburgh County
Approved By:
Approved Date:

Incumbent serves as Laborer for the Old National Events Plaza, responsible for maintenance of facilities and grounds.

SUMMARY

Keep premises of ONEP building and grounds in clean and orderly condition by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists with the change-over and set-up requirements for events, including lifting, and physically arranging seating, floors, railing, barricades, stages, tables, and booths, as assigned.

Operates a variety of cleaning and maintenance equipment including floor scrubber, vacuum cleaner, hedge trimmer, sidewalk edger, riding lawn mower, push mower, floor buffer, lever lift, fork lift, snow blower, various hand tools, and related attachments in effecting the general maintenance, repair, and safety of ONEP facilities and grounds.

Cleans, sweeps, and mops flooring and walls of ONEP, as assigned.

Shovels snow, chips ice, and salts sidewalks and entry ways to building during winter.

Works irregular and extended hours, weekends and on holidays, as required.

Performs related duties as assigned.

SKILLS AND KNOWLEDGE

Working knowledge of and ability to perform maintenance and repair to Auditorium and Convention Center and ability to assist in change-over and set-up requirements for events, including light and heavy equipment operations.

Working knowledge of safety procedures for working in and /or around equipment, and toxic chemicals.

Working knowledge and ability to make minor, emergency repairs in carpentry, plumbing, and mechanical malfunctions of small equipment and machinery.

Knowledge of mixing and application of cleaning solutions.

Ability to physically perform the essential duties of the position, including bending, stooping, and lifting moderate to heavy objects in maintenance of equipment and to set-up for events.

Ability to effectively communicate with co-workers, supervisors, and members of the general public with ability to provide assistance, and follow verbal and written instructions.

Ability to legally operate a motor vehicle.

Ability to work extended and/or irregular hours, as needed or directed.

RESPONSIBILITY

Incumbent works with a flexible, customary routine schedule of duties with work priorities determined by assignments and instructions from Supervisor and service needs of the public. Work is periodically reviewed at critical phases, in progress, through random checks, and upon completion of specific duties. Errors in work are generally prevented through supervisory review and complete and specific prior instructions from Supervisor.

Incumbent is responsible for maintaining and operating various equipment in an appropriate, and safe manner. Care and skill are exercised in handling of required equipment to prevent accident, damage to displays and property of exhibitors, and to ensure safety of self and others.

Incumbent reports to Lead person.

PHYSICAL EFFORT

Incumbent performs duties which require frequent bending, stooping, lifting, in the maintenance of equipment, and set-up of events. Incumbent is expected to remain standing and working for long periods of time while performing daily duties.

WORKING CONDITIONS

Incumbent performs duties both inside and outside, working with and around ladders, scaffolding, dust, grease, inclement weather, slippery surfaces, moving parts, excessive noise, and hazardous chemicals. Incumbent is exposed to possible injuries when performing duties such as lifting moderate to heavy equipment; stacking and hauling with forklift/ tractor; or working in high places. Precautions must be observed at all times to assure safety of self and others.

Vanderburgh County is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.