



Maintenance



1 Convention Center Plaza, Pine Bluff, AR 71603 | Hourly | Full Time

Job Summary:

This position is responsible for the maintenance and upkeep of all the equipment and facility infrastructure inside and outside of the Pine Bluff Convention Center. This includes but is not limited to building repairs, plumbing problems and performing routine maintenance on the facility equipment to prevent future problems.

Specific Job Duties and Responsibilities:

- Responsible for routine maintenance and inspections of equipment which includes diagnosing all building issues, cleaning the facility, troubleshooting and making repairs to the equipment at the Pine Bluff Convention Center.
- Oversee the maintenance issues and the upkeep of the HVAC and Boiler systems at the Pine Bluff Convention Center.
- Provide routine maintenance of the facility equipment and the ability identify or diagnosing building problems.
- General Carpentry skills required depending on specific job and skill sets. Painting, drywall repair, repairing doors, locks and the ability to make building upgrades required.
- Assist in event setup and breaking down of equipment, chairs, tables etc.
- Maintain an inventory of equipment, tools and supplies at the Pine Bluff convention Center.
- Maintenance and janitorial function often include keeping the building clean.
- Must have the ability to operate electrical tools and equipment while performing duties.
- The ability to respond to emergency maintenance issues but not limited to; water leaks, power outages, damage to the building, address urgent issues that affect the operations of the Pine Bluff Convention Center in a timely manner.
- Maintain confidentiality with respect to clients and staff.
- Excellent time management and organizational skills, attention to detail, and the ability to prioritize and multi-task.
- Ability to work independently or with other employees to complete an assignment.
- Must have the ability to collaborate with others, contractors and external vendors.



- Self-starter who desires to take ownership of job duties and have commitment to the role.
- Must be able to perform other duties as assigned as directed by the Executive Director or designee.

Minimum Experience, Skills or Education Required:

- High School Education, or equivalent, (Skilled Certifications)
- Journeyman skills/General contractor/carpentry skills.
- Prior general maintenance experience required.
- Minimum of two years' office experience is preferred

Deadline

The position will remain open until filled.