



Part-Time Facility Maintenance Staff

Since its opening in March 1968, the Oxnard Performing Arts & Convention Center has hosted thousands of performances reaching more than 3 million people. Outstanding Broadway musicals, prominent guest speakers, and musical acts and plays have all graced the center's stage.

SUMMARY OF POSITION

The Oxnard Performing Arts Center is seeking part-time facility staff to assist in the areas of maintenance, grounds keeping and custodial responsibilities on the PACC Campus.

DUTIES AND RESPONSIBILITIES

SUMMARY: These positions perform routine and extensive maintenance and repair procedures on buildings, mechanical equipment, and utility systems, maintain the cleanliness and organization of the complex, during the various stages of the event process, and maintain the PACC grounds, plants, and gardens, year round.

PREFERRED SKILLS

Include the following. Other duties may be assigned.

- Performs minor repairs and preventive maintenance of all buildings and equipment
- Completes regular checklists on building equipment maintenance procedures and maintains records of scheduled maintenance.
- May operate a computer which controls and monitors mechanical equipment.
- Installs wiring for new electrical services
- Responds to emergency maintenance requests as required
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Maintains records of daily rounds
- Performs outside custodial and gardening duties such as trash removal and room setups
- Cleans facility windows and bathrooms
- Operates minor equipment
- Has knowledge of trimming and pruning seasonal plants
- Has knowledge of facility pest control

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 these positions. While performing the duties of these areas, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and move more than 100 pounds.