

CLASSIFICATION SPECIFICATION

Facilities Rental Technician

FT/PT Class Code: 7046, 7546 Pay Grade: B/C 01 FLSA: Non-Exempt Est. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for the correct and timely distribution and arrangement of furniture, equipment, etc., required by clients who rent space and/or contract for services at the campus. This position will require some flexibility with working hours. An incumbent may be required to work some nights or weekends as dictated by the needs of the College.

NATURE AND SCOPE:

An incumbent typically reports to a Conference Center related position in the Division of Workforce Development and Community Education and responds to written work orders. A significant aspect of the work is the physical moving of furniture, setting up and taking down of furniture for events.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Ensures a sufficient number of tables, chairs, etc. are in the correct rental space and arranged in accordance with the client's request.
2. Moves furniture weighing up to 50 pounds into or out of the rented space and to other buildings as needed. Retrieves furniture from storage and places excess furniture in storage when needed.
3. Inspects furniture for any damage and reports anything found to supervisor.
4. Disassemble conference rooms at appropriate break down times requiring bending and lifting up to 50 pound conference and banquet tables onto four wheel carts.
5. Makes minor repairs such as tightening table leg plates and replacing chair leg coasters.
6. Removes damaged furniture from usable inventory until repaired.
7. Ensures any presentation and/or instructional props requested by the client are in place in the correct rental space.
8. Informally tracks inventory and notifies supervisor when replenishing is needed.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College policies and procedures pertaining to facility rental.
- ◇ Skill in safely and efficiently moving furniture.
- ◇ Skill in interacting with customers, faculty and vendors.
- ◇ Ability to read and interpret written instructions.
- ◇ Ability to lift up to 50 pounds.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED.
- ◇ One (1) year of relevant experience.