

**TITLE: MAINTENANCE LABORER**

Department: Operations  
**Reports to:** Maintenance Manager, Maintenance Technicians  
**Supervises:** N/A  
**Status:** Part-Time, Hourly, Non-Exempt

**SUMMARY:**

This position is general labor in nature. Under the supervision of the Maintenance Manager, Maintenance Laborers assist Maintenance Technicians in various maintenance related tasks. In the absence of the Maintenance Manager, Maintenance Laborers may receive instruction from the Maintenance Technicians or the Director of Operations.

**JOB DUTIES (Including, but are not limited to):**

- Perform and assist with assigned tasks in the maintenance of the facility and equipment
- Work from general instructions and specifications, with minimal supervision
- Operate vehicles and equipment such as pick-up trucks, forklifts, high-lifts, floor scrubbers
- Grasp, hold, bend and twist a wide range of tools, equipment and materials
- Make necessary modifications to HVAC temperatures using the facility building automation system (BAS)
- Assist in installing and repairing electrical wiring, fixtures, and related equipment, mixing and matching paints, stains, and painting
- Assist in installing, maintaining, and repairing pipes, valves, faucets, sinks, and other plumbing facilities; repair and maintenance of the facility to include chairs, tables, doors, windows and other articles and fixtures
- Assist in the operation, maintenance, and repair of HVAC equipment, repair and maintenance of various other tools and equipment
- Clean and organize work sites as directed
- Communicate clearly and concisely in the English language, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work
- Perform other duties as required

**SPECIAL KNOWLEDGE & ABILITIES:**

**Knowledge Of:**

- Proper use and maintenance of hand and power tools related to job functions
- Applicable safety rules and procedures
- Basic Computer Skills
- Customer Service practices

**Ability To:**

- Work from general instructions and specifications, with minimal supervision
- Safely operate a wide variety of hand tools used in the maintenance of the facility such as saws, drills, sanders, cutters, grinders and other maintenance equipment

- Grasp, hold, bend and twist a wide range of tools, equipment and materials
- Work effectively in a service-oriented environment subject to frequently changing priorities
- Communicate clearly and concisely in the English language, both orally and in writing
- Establish and maintain effective working relationships with staff, contractors and facility users
- Work a flexible schedule including early mornings, days, evenings, overnight, weekends, holidays, extended (long) workdays and extended numbers of days

**PREFERRED QUALIFICATIONS:**

**Experience:**

- Must be at least 18 years of age
- Minimum of one (1) year experience performing general labor in a maintenance or construction environment

**Education / Training:**

- High school diploma or equivalent GED

**Licenses or Certificates:**

- Possession of, or ability to obtain a current CPR certificate

**SALARY:** \$16.00 per hour

**HOW TO APPLY:** Download an application from our website at [Greater Richmond Convention Center Part-Time Employment Application](#). Complete the application and return in in one of the following manners:

- i.) Email the completed application to: Jackie Rowley at [JRowley@greaterrichmondcc.com](mailto:JRowley@greaterrichmondcc.com)
- ii.) Fax the completed application to: 804-225-0508 (fax) ATTN: Human Resources
- iii.) Mail the completed application to: GRCC Human Resources  
403 N. 3<sup>rd</sup> Street  
Richmond, VA 23219

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