



# HAINES CITY

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## POSITION ANNOUNCEMENT

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**POSITION TITLE: Facility Coordinator**

**DATE OPENED: 06/28/2017**

**DEPARTMENT: Parks & Recreation**

**HIRING RANGE: \$14.64 - \$20.62**

### **SUMMARY/OBJECTIVE:**

Under the direction of the Marketing & Events Supervisor, performs duties to support the Recreation Division to coordinate and perform proper maintenance of the Event Center property and facilities, providing a safe and aesthetically pleasing environment. Responsible for general maintenance and guest concierge support.

### **ESSENTIAL FUNCTIONS:**

1. Performs duties necessary to support the Recreation Division by developing and executing proper maintenance plan and directing event center staff to carry out maintenance plan of the Event Center property, in order to provide a safe and aesthetically pleasing environment. Responsible for the preparation of events and rentals and general support of the Event Center.
2. Duties include, but are not limited to, moving bulky or heavy equipment, supplies and presentation construction (e.g. stages, chairs, tables, etc.); grounds keeping; maintenance; painting; custodial; and events set-up and tear down.
3. Performs duties to ensure positive customer services relations through concierge services. Responsible for anticipating and fulfilling guest/client needs with respect to greeting, resolving complaints and issues, providing safety, assisting Event Coordinator with event layouts plans, rules and audio/visual equipment and network needs, and vendor coordination.
4. Performs duties necessary to support and prepare for City-wide events through constructing and deconstructing of fencing, barricades, chairs, and stages, as well as "set-up" and "tear-down" tasks. Duties include, but limited to, general landscaping, and mowing, sweeping, edging, debris and litter removal.

### **Our Mission**

*"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."*

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics

5. Responsible for safely using and proper care and maintenance of all tools and equipment necessary to complete projects, assignments, and tasks.
6. Performs additional duties as assigned.

**Requirements:**

- Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and three (3) years' work related experience in event centered activities are required.
- Minimum 3 years general maintenance experience is required.
- Work requires the ability to read and/or write letters, memos, contracts, spreadsheets and other job related analysis.
- Must possess excellent oral and written communication skills.
- Should be competent in the use of Microsoft Excel, Word, Publisher and Power Point software, and promotional software
- Ability to work a flexible schedule to accommodate special events and meetings.
- Ability to meet deadlines and work in a fast paced environment with time constraints.
- Ability to work nights, weekends and special events.
- Must possess a Valid Florida commercial driver license. Must pass applicable pre-employment testing, and background and credit checks.

Interested candidates must complete an employment application and submit it to the City of Haines City Human Resources Department in order to be considered for employment. Positions are considered "open until filled", unless otherwise specified.

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