

# WESTERN NEW YORK ARENA, LLC

## JOB DESCRIPTION

Job Title: **Utility Crew**  
Department: Operations  
Reports To: Director of Building Services  
FLSA Status: Non-exempt

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### Basic Function

Set up furniture, staging, equipment, supplies, and materials for a variety of events held at the arena. Maintains grounds at the facility.

### Responsibilities

1. Set up, move and remove chairs, risers, staging, sports equipment, tables, supplies, and equipment.
2. Load and unload supplies and equipment.
3. Perform a variety of cleaning functions, which includes sweeping, mopping, vacuuming, etc.
4. Maintain exterior building grounds.
5. Operate motorized equipment such as forklifts, auto-scrubbers, pallet jacks, Cushman carts, vacuums, trash compactor, and cardboard bailer.
6. Properly handle tools, and return tools to storage when tasks are completed.
7. Be courteous and treat people with respect.
8. Maintain strict confidentiality of all issues worked with.
9. Assist in various project work as necessary.
10. Maintain open communication with Supervisor at all times.
11. Maintain a professional attitude and appearance at all times.
12. Perform other duties and tasks as assigned or become evident.

### Education / Training

A High School diploma or equivalent is required. Previous maintenance/changeover experience preferred. Must be able to properly operate tools. Must be able to interpret and carry out instructions given in written, oral, or diagram form. Previous forklift experience preferred.

### Physical Requirements

Must be able to lift at least fifty (50) pounds. Must be able to walk or stand for long periods of time. Must be able to work on irregular work surfaces, such as stages, ramps, lifts, ice, dirt, ladders, man lifts, or other surfaces. Maximum body weight cannot exceed 280 pounds in order to comply with safety limitations of equipment. Must be able to move equipment and properly handle tools. Must be able to work outside in all types of weather. Must be able to work flexible hours that can include days, evenings, nights, weekends, holidays and shift work as needed.

Western New York Arena, LLC retains the right to change this job description at any time.  
"WESTERN NEW YORK ARENA, LLC IS AN EQUAL OPPORTUNITY EMPLOYER"