



## Maintenance Technician Kentucky International Convention Center

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Salary: Commensurate with experience  
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

#### **Position Description:**

This is a full-time, non-merit position that will serve the Kentucky International Convention Center to perform various maintenance activities including that of: HVAC systems, electrical systems, plumbing, carpentry, painting and masonry. The Maintenance Technician will also inspect facility structures and equipment to determine malfunctions and inefficiencies, making notes and recommending necessary repair, maintain documents as required, and be responsible to carry out maintenance projects as directed by the Director of Operations, Assistant Director of Operations and Facility Manager. This position directly interacts with other Operations Department employees and Event Managers to accomplish delivering a quality event experience to all clients and guests.

**Essential Functions:**

- Perform, as directed, maintenance and repair of all mechanical systems, structural systems, plumbing, electrical and HVAC systems in the facility.
- Assist in preventive maintenance programs to protect the value and extend the life of all facility components and to provide for cost-effective operation.
- Inspect buildings and other structures to determine functional systems, detect malfunctions and necessary repair, making notes and recommendations using an established form.
- Perform minor electrical maintenance to include, but not be limited to, replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballasts, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Perform minor plumbing maintenance (e.g. pipe replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Perform minor painting, carpentry and masonry work (e.g. preparing surfaces and using brushes, sprayers, or rollers to apply paints, stains and varnishes; hanging doors, fitting locks and handles, etc.).
- Reconfigure, install position, and remount modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Maintain documents as required.
- Effectively type and operate a computer and other office devices including calculators, telephones and copy machines.
- Participate in operational functions including moving loads of up to 25 lbs as required.
- Work and function effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

**Qualifications:**

- Ability to meet or exceed the KICC's attendance and punctuality standards.
- Ability to use common tools.
- Ability to understand and follow directions accurately.
- Ability to work with minimal supervision.
- Must be customer-orientated and professional and use proficient verbal and written communication skills.
- Strong mechanical background and aptitude with a willingness to learn and adapt to new situations.
- 5 years of experience working in a commercial or industrial maintenance environment or related service field.

**Minimum Requirements:****Education:**

- Must be a high school graduate or have earned a GED.

**Experience:**

- Professional licensure or certification in a trade is a plus.

**Additional Requirements:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**Application Process:**

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

[paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

The subject line of the email shall state "KICC Maintenance Technician".

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*