



**RES Exhibit Services LLC
Job Description (Version 1)**

JOB TITLE: Outdoor Facilities/Maintenance Specialist

DEPARTMENT: Facilities

FLSA STATUS: Non-exempt

REPORTS TO: Director of Production

SUMMARY: Responsible for the general maintenance and facilities upkeep for the outside of buildings, grounds, and janitorial work as required to maintain a clean, organized and functional facility. This role manages the outside facilities at both New York locations; Smith Street in Rochester and Boulter Industrial Park in Webster.

Essential Functions

Buildings/Facilities (50%)

- Cleans overhead equipment such as outdoor light fixtures, outdoor air and heat units, soffits, siding, gutters, roof tops, fencing, etc. requiring the use of ladders.
- Operates power cleaning equipment for power washing buildings and other outdoor power washing needs.
- Changes lightbulbs as needed in outdoor lights. Checks all lighting for blown bulbs/ballasts, and replaces as necessary.
- Maintains a clean outdoor facility environment.
- Regularly check for leaks in rooftop.
- Conduct general and basic repair of building as requested and as needed.
- Performs a wide variety of plant, office and yard maintenance work.
- Maintains and cleans outdoor garbage and recycling units to ensure compliance with code enforcement.
- Picks up garbage and trash left on outside and inside of fence line daily.
- Provides backup support to the inside cleaning needs and garbage remove as requested.
- Follows company checklists daily, weekly, monthly and quarterly.
- Other duties as assigned in the Shop/Warehouse.

Grounds (50%)

- Performs general lawn, tree, shrub and grounds maintenance work for all buildings and facilities.
- Grass, trimming, weeding, etc. are maintained with the top priority to ensure owner's standards are met.
- Handles snow removal during winter months both on driveway and on sidewalks.
- Applies salt to driveway and sidewalks to ensure safe environment for employees.

Position Qualifications

Education & Experience	Mathematical Skills
High School Diploma with a minimum of 5 years of job-related experience preferably in a construction or manufacturing production environment.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
Other Skills/Experience	Reasoning Ability

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as noted in the RES Employee Handbook, regulatory expectations, quality and department standards, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to accommodate a 40 hour schedule weekly. During Winter months, will be required to work overtime to accommodate safe snow removal prior to employee arrival.	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Requirements	Physical Demands
Must have a valid, clean driver's license. Must be able to read instructions, manuals, maps, and other instructional documentation.	While performing the duties of this job, the employee is regularly required to move around, use hands, use feet to walk and drive forklift, stand for long periods of time, and push/pull/lift/move up to 75 pounds unassisted.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

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