EQUIPMENT LEAD
2016 Job Description

POSITION SUMMARY:
This position reports to the Operations Manager. This position will be responsible for getting requests for equipment from Conference Managers, scheduling a crew to move and set up equipment, and leading that crew in their responsibilities. The Equipment Lead is responsible for the use, placement, tracking and condition, of all Conference Services supplies and equipment. This position will be required to drive University vehicles and/or golf carts and be HOV certified. The position may involve lifting and/or carrying heavy objects, requires movement in and around the residence halls and going up and down stairs.

DUTIES AND RESPONSIBILITIES:
• Perform equipment supervisory duties as assigned.
• Help monitor and review inventory levels by physical count, recordkeeping and/or visual inspection, to identify need for purchasing materials, equipment or supplies. Help to keep inventory in van stocked at all times.
• Coordinate the pick up and delivery of tables, chairs, podiums, easels, and all other equipment in relation to Conference Services.
• Move linen between laundry facility and storage areas.
• Assist Housekeeping Leads and fill in as necessary.
• Carry a provided cell phone and respond as needed.
• Report maintenance problems, hall damages and missing items per established procedures.
• Attend all training sessions and staff meetings.
• Report to work shifts as scheduled.
• Related duties as assigned or required.

MINIMUM QUALIFICATIONS:
• Must be enrolled for previous Spring and following Fall for 6 or more units.
• A copy of your summer class schedule MUST be provided upon request.
• Must be available to work at least 20 hours/week for the Conference Services program.
• Availability from Monday, May 16, 2016 – Friday, August 12, 2016.
• Additional employment MUST be approved in advance by the Coordinator of Conference & Guest Services due to the need for flexible scheduling during various hours, seven days a week.

PREFERRED KNOWLEDGE, SKILL & ABILITIES:
• Strong interpersonal communication skills.
• Strong commitment to customer service.
• Ability to use Microsoft Office software

PREFERRED QUALIFICATIONS:
• Prior Conference Services experience.
• Working knowledge of Residence Life operations.
• Valid U.S. Driver’s License upon employment with a three year acceptable driving record.
• Ability to climb stairs, lift, twist or bend numerous times throughout the day.
• 2.5 or higher GPA

COMPENSATION:
• $9.00 per hour.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check.
• Motor Vehicle Division check.