



**Position: Maintenance Technician**  
**Facility Name: John Paul Jones Arena**  
**Location: Charlottesville, Virginia**

**Position: Maintenance Technician**  
**Department: Operations**  
**Reports To: Director of Operations**  
**FLSA Status: Hourly, Non-Exempt, Part Time**

**Summary:**

Under supervision of the Director of Operations, the part-time Maintenance Technician performs a variety of skilled and semi-skilled activities involved in the operation and maintenance of the facility's mechanical, electrical, life safety, audio systems and general operations. Must have availability M-F 8:30am–5:30pm.

**Essential Duties and Responsibilities**

- Connects power supply wires to machines and equipment, and connects cable and wires between machines and equipment.
- Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damages and broken wires and cables.
- Operates and repairs the facility systems, including but not limited to; HVAC, plumbing, and electrical.
- Repairs and installs building hardware, such as door locks, paper towel dispensers, concrete floor patching, etc.
- Performs painting, patching, and caulking with quality results.
- Assists with special event coverage as needed.
- Follows all facility maintenance policies, procedures and programs.
- Records and logs all work performed, completes work order slips and compiles all required reports in a timely and complete manner.
- Assists other Operations Department staff to expedite event conversions as needed.
- Ability to work long and irregular hours that may vary due to functions and events and may include day, evening, weekends and holidays.
- May occasionally have to enter areas where fumes, airborne particles and toxic or caustic chemicals are present.

**Hours of Work**

- Must have some availability Monday through Friday 8:30am–5:30pm.
- Flexible part-time schedule including some extended hours and/or irregular hours (long days, nights, weekends and holidays as needed).

**Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High school diploma or G.E.D required.
- 3 to 5 years related experience, or equivalent combination of education and experience.

**Skills and Abilities:**

- Demonstrate a firm general knowledge of all phases of the building, equipment, operations, and maintenance.
- Have a solid understanding of building electrical systems, including 3 phase wiring practices
- Read and comprehend blueprints, drawings and equipment manuals.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently with limited supervision, exercising judgment and initiative.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- Professional presentation, appearance, and work ethic.

**Computer Skills:**

To perform this job successfully, an individual should be proficient in MS Office applications.

**Certificates, Licenses, Registrations:**

Tradesman license in one or more building trades preferred. Electrical tradesman license preferred.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

- The employee is required to walk/stand extensively, kneel, climb to high walkways, balance, and maneuver to all areas of the facility.
- The employee must frequently move and/or lift 30 – 50 lbs. (some heavier lifts are team lifts).
- May have some exposure to adverse conditions (inside and outside of the building)
- Must be able to hear and speak to use a two-way radio.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply, Please [Click HERE](#)

Taylor Craig  
SMG-John Paul Jones Arena  
295 Massie Road  
Charlottesville, VA 22903

Applicants that need reasonable accommodations to complete the application process may contact 434-243-2158.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**