



HVAC 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

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 non-merit, non-exempt position that will serve the Kentucky International Convention Center to maintain and perform skilled repairs on all facility HVAC systems and equipment including, but not limited to, air handlers, heating and air conditioning systems and kitchen appliances. The HVAC Technician is responsible to maintain appropriate environments throughout the facility i.e. exhibit halls, meeting rooms, and office areas for daily use and a variety of functions and events that take place at the facility. The HVAC Technician interprets event work order directives provided in written and timeline formats, as well as addresses immediate verbal directives. This position works independently as well as within a team in a fast-paced environment, anticipating customer needs and working with fellow employees to satisfy or exceed client expectations. The HVAC Technician will report to the Assistant Director of Operations and often interacts directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Assist in coordinating the work of maintenance and repair of all facility systems.
- Inspect facility systems and equipment to anticipate and detect potential and realized malfunctions and breakdowns and address accordingly to prevent or minimize the use of outsourced services.
- Operate, maintain and repair air conditioning systems: change filters, clean coils, replace motors, etc.
- Operate and maintain refrigeration and heating systems of the facility.
- Operate and maintain equipment, including pumps and boilers.
- Test cooling tower and record readings.
- Perform chemical tests; accurately complete safety reports and other relative reports and forms on a regular basis.
- Accurately record inspections and repairs.
- Complete assigned tasks of event work orders.
- Assist in the set-up of events as directed.
- Respond to maintenance calls with a sense of urgency; anticipate, investigate and analyze complaints and operational problems and appropriate solutions.
- Be exposed to chemical irritants such as cleaning solvents, chemicals used to treat condensing water and closed loops and clean air handling and heating machinery, etc.
- Assist to control expenses and energy budgets per Kalahari financial standards.
- Assist in scheduling preventative maintenance tasks.
- Adhere to organizational policies, procedures, codes and regulations.
- Adhere to OSHA and other safety regulations.
- Be a subject-matter expert of facility systems equipment, including operational, repair and safety best practices.
- Coordinate HVAC-related operations with other departments, internal partners and event contracted service providers.
- Communicate effectively, orally and in writing, including use of a two-way radio.
- Effectively operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Participate in facility and event operations including moving loads of up to 25 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work 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:

- Willing and able to work a varied schedule as necessary, inclusive of 1st, 2nd or 3rd shifts, weekends and holidays.
- Willing and able to work outdoors and amid extreme heat and weather conditions.
- Skilled at anticipating, preventing, identifying and resolving problems in the workplace.
- Skilled at listening, to accurately and thoroughly understand and clarify matters identified by supervisors and fellow employees.
- Ability to effectively communicate, orally and in writing.
- Ability to function and work effectively within stressful, high-pressure situations, including handling client and guest grievances to arrive to a satisfactory solution.
- Adaptability to effectively interact with clients, guests and fellow employees, possessing a wide range of personalities and temperaments.

- Ability to think clearly, make independent decisions and exercise good judgment that is consistent with high ethical standards, organizational policies and safety regulations; ability to maintain confidential information.
- Ability to evaluate alternatives and quickly select the most effective solution.
- Ability to understand and evaluate financial information and data, and perform basic arithmetic functions.
- Ability to physically stay balanced while working on ladders, platforms, catwalks, etc.

Minimum Requirements:

Education:

- High school diploma or equivalent.
- Kentucky journeyman certification.
- Out-of-state certification will be considered with candidate's willingness to become Kentucky-certified within 6 months.

Experience:

- At least two years of maintenance experience working at a major event or entertainment facility.

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

The subject line of the email shall state "KICC HVAC 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.