

Event Services Aide

Job Summary:

Under general supervision, performs a variety of routine and repetitive manual duties, to include event set-up/breakdown, general cleaning and upkeep. Observes and enforces safety regulations; will be required to work evenings and weekends. This is an on-call classification, performing additional duties based on City sponsored events needs.

ESSENTIAL DUTIES:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists with event logistics for Community Services programs.
2. Assists the Carson Event Center and Parks and Recreation Reservations sections.
3. General cleaning, furniture relocation, and upkeep of city equipment.
4. Loads, unloads, and receives supplies and equipment.
5. Delivers city supplies and equipment.
6. Operate a variety of city equipment and vehicles.
7. May collect data on assigned events as directed.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Completion of formal education sufficient to assure the ability to read and write at the level required for successful job performance. Some experience performing basic laboring work.

Knowledge of:

- Tools and methods employed in basic laboring work, basic operation of motorized equipment.
- Provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- Workplace safety practices.
- Cleaning, organizing, and disinfecting event equipment.

Skill and/or Ability to:

- Learn the operations of the events to which assigned.
- Use tools and equipment with skill and safety.
- Learn to read and interpret diagrams.
- Work from heights.
- Understand and carry out oral and written directions.
- Meet approved minimal physical and medical standards.
- Demonstrate physical endurance; agility, and strength necessary to perform heavy manual labor.

- Establish and maintain effective working relationships with others.

License and Certificates:

Possession of a valid California Class C Driver License and must be insurable by the City's Insurance carrier.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require standing, stooping, reaching, and bending.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require working in various weather conditions
- Require working at elevations
- Require lifting, carrying, pushing, or pulling of objects which may weigh 40 pounds and up to 75 pounds.