

## EVENT SERVICES WORKER I

### Job Summary:

Under supervision of the Events Supervisor, performs a variety of routine and repetitive maintenance duties including set up and teardowns of equipment used at Community Center events.

### Distinguishing Characteristics:

This is the entry, training level class in the Event Services Worker Job Series which consists of Event Services Worker I, Event Services Worker II, and Event Services Worker III. Incumbents in the Event Services Worker I class perform unskilled or semi-skilled duties to assist other maintenance workers. This class is distinguished from the Event Services Worker II class by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. As experience is acquired, the employee performs with less immediate supervision and becomes proficient by demonstrating those skills necessary to perform as an Event Services Worker II.

Incumbents in this classification must complete one year in this classification, must meet the minimum qualifications for Event Services Worker II and must meet the Job Series guidelines to promote to Event Services Worker II.

### Essential Duties and Responsibilities

(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 in performing setups and teardowns of equipment according to specifications for different events. Assists in preparing the facility for events. Sets up and removes tables, chairs, sound systems, AV equipment, and risers according to specifications for different events. Lays down, assembles and disassembles dance floors as needed.~~

#### **REPLACE WITH:**

*Assists in preparing the facility for events: sets up and removal of tables, chairs, drapes, curtains, risers, stages, booths, dance floors, and basic Audio Visual (AV) equipment as needed.*

2. Performs inventory and inspection of tables, chairs and other equipment used for events.
3. Transports, moves, and arranges furniture, equipment, supplies and material.
4. Sweeps, scrubs, mops, strips, waxes and buffs floors.
5. Dusts, waxes, washes, or polishes items including furniture, woodwork or metal works.
6. Empties and cleans waste receptacles.
7. Cleans restrooms and office space.
8. Vacuums and cleans carpets, and washes windows and walls.
9. Replenishes supplies.
10. Maintains and cares for assigned equipment and tools, makes minor repairs and reports the need for major repairs.
11. Assists in training subordinates; delegates assignments and provides guidance and direction.
12. Keeps simple records and prepares reports.

13. Observes and enforces safety regulations.
14. Assists the public and responds to requests or complaints.
15. Conducts building, custodial and set-up inspection.
16. Performs related duties as required.

**Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:



**Education and/or Experience:**

Graduation from high school or GED and some experience performing events setup and/or general maintenance work in a hotel, banquet, meeting room or trade show facility.

**Knowledge of:**

- Basic methods, equipment, materials and tools used in events setup and building maintenance/custodial work.
- Maintenance of tools and/or equipment.
- Appropriate work safety practices and procedures.
- Basic record-keeping techniques.
- Banquet, meeting room, convention and/or food service facility methods and procedures.
- Basic training principles.
- Interpersonal skills, using tact, patience and courtesy.
- Computer hardware and software including, but not limited to Scheduler Plus, Optimum Settings, Excel, and Cares.
- Computerized AC & Heating systems.
- Alarm system for opening and locking down the facility.

**Skill and/or Ability to:**

- Perform events setup and semi-skilled building maintenance work.
- Operate a variety of building maintenance tools, equipment and machines safely and efficiently.
- Maintain tools and equipment in clean and proper working condition.
- Maintain routine records and reports.
- Understand and follow oral and written directions.
- Perform medium to heavy manual labor.
- Observe safety practices and procedures.
- Establish and maintain effective working relationships with others.
- Draws diagrams manually or electronically.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

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

- Require mobility to stand, stoop, reach, twist and bend.
- Require mobility of arms to reach above shoulder level and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 75 pounds.
- Are subject to outside and inside environmental conditions.
- May be required to stand for long periods.
- May be required to work with harsh and/or hazardous materials.



- May be required to wear a uniform, safety shoes, and protective apparel including goggles, face protectors and aprons.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to drive City and/or personal vehicle during the course of employment.
- May be required to work weekends, evenings or irregular shifts.

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