

EVENT SERVICES WORKER III

Job Summary:

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

Distinguishing Characteristics:

This is the journey level class in the Event Services Worker Job Series that requires the incumbent to work under general supervision and within the framework of established procedures. Incumbents are expected to perform a full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work normally is reviewed only on completion and for overall results.

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. ~~Performs setups and teardowns of equipment according to specifications for different events. Leads and participates in the work of a crew engaged in assembling, arranging and taking down risers, stages, and booths. Oversees the work of crews engaged in table and chair set up, curtain and drape installation, and other facility preparation for events. Lays down, assembles and disassembles dance floors as needed. the set up and removal of tables, chairs, drapes, curtains, risers, stages, booths, dance floors, and basic Audio Visual (AV) equipment as needed.~~
2. ~~Participates in preparing facilities for events by measuring areas to determine size and placement of booths in compliance with fire codes and vendor needs. Runs basic electrical cords and outlets to booths. Reads and interprets charts and diagrams for facility set-up and maintenance. Sets up sound systems and AV equipment as needed.~~
3. ~~Works with vendor representatives to order, monitor and revise deliveries of equipment, linens, and uniforms as needed.~~
4. ~~Orders routine materials and supplies. Remove from Job Specification.~~
5. Performs inventory and inspection of tables, chairs and other equipment used for events.
6. Transports, moves, and arranges furniture, equipment, supplies and material.
7. Sweeps, scrubs, mops, strips, waxes and buffs floors.
8. Dusts, waxes, washes, or polishes items including furniture, woodwork or metal works.
9. Empties and cleans waste receptacles.
10. Cleans restrooms and office space.
11. Vacuums and cleans carpets, and washes windows and walls.
12. Replenishes supplies.
13. Maintains and cares for assigned equipment and tools, makes minor repairs and reports the need for major repairs.
14. Assists in training subordinates; delegates assignments and provides guidance and direction.
15. Keeps simple records and prepares reports.
16. Observes and enforces safety regulations.
17. Assists the public and responds to requests or complaints.
18. Conducts building, custodial and set-up inspection.

19. 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 two (2) years of full-time paid experience as an Event Services Worker II performing events setup and/or general maintenance work. Experience and/or education in a related field may be substituted on a year for year basis.

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 Audio Visual (AV) manual labor.
- Observe safety practices and procedures.
- Establish and maintain effective working relationships with others.
- Draws diagrams manually or electronically.
- Lead the work of others.

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.