Public Event Worker

FLSA:	Standard/Non-Exempt	**EEO Category:**	(80) Serv/Maint
Class Code:	17284	**Salary Grade:**	RC7
Approved:	September 13, 1998	**Last Revised:**	August 27, 2012

Purpose:

Under direct supervision, perform activities and services for conventions, events and trade shows in a public assembly/event/parking facility.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reads and interprets stage and seating diagrams.
2. Assembles and disassembles portable stages, bleachers and seating arrangements.
3. Loads/unloads and stacks materials by hand.
4. Drives vehicles and equipment as necessary.
5. Operates various equipment such as forklifts, buffers, scrubbers, vacuum cleaners, extractors to clean carpet, etc. Checks, cleans and services equipment.
6. Sweeps/mops and dusts floors. Scrubs/disinfects sinks, countertops, lavatory facilities, etc.
7. Pick-ups and disposes of waste and other materials.
8. Performs light security services.
9. Answers visitor/client questions and provide assistance.
10. Accepts cash and balances cash drawer.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of general public event operational processes, policies and procedures.
- Knowledge of city practice, policy and procedures.
- Knowledge of departmental/facility safety procedures.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in operating various equipment.
- Skill in security services.
- Skill in making change and balancing a cash drawer.
- Ability to read and follow floor plan sketches and diagrams.
- Ability to lift and carry equipment or materials applicable to the assigned work.
- Ability to establish and maintain good working relationships with other City employees and the public.

Minimum Qualifications:

- Graduation from High School or equivalent plus two years of custodial/cashier or general labor experience.
- One (1) additional year of relevant work experience may substitute for the required education with a maximum substitution of (4) four years.

Licenses and Certifications Required:

- Appropriate level of driver's license and certifications as specified for the individual's job.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.