

SENIOR OPERATIONS EVENTS WORKER

DEFINITION

To oversee and perform a variety of custodial duties and light equipment operation at the Lane County Events Center/Fairgrounds, Ice Center, and Lane County Fair; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level class within the Operations/Events Worker series. This classification is distinguished from the Operations/Events Worker by the assignment of the full range of duties assigned. Employees at this level work more independently in selecting methods or order of performing tasks within general guidelines, and receive only occasional instructions or assistance as new or unusual situations arise. They are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff.

Provides technical and functional supervision over assigned staff. Trains, schedules, and supervises extra help staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assigns and directs staff to prepare buildings for events. Provides technical staff assistance on project assignment.

Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.

Monitors equipment and makes minor adjustments; reports irregularities.

Reports major structural or equipment damage.

EXAMPLES OF DUTIES (con't)

LANE COUNTY

Senior Operations/Events Worker (continued)

Operates light equipment such as forklifts and tractors, as well as power cleaning custodial equipment and other hand tools (scissor lifts, boom trucks, lawn mowers and landscape equipment).

Performs custodial duties before, during, and after events.

Performs periodic grounds maintenance and routine landscaping.

Operates light equipment in a rental capacity to clients and vendors.

Monitors HVAC systems within Lane County Events Center and Fairgrounds facilities.

Inspects and makes minor repairs to equipment, furnishings and fixtures.

Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

Opens and locks gates and doors.

Cleans parking lot.

Works irregular hours; nights and weekends as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Event operations, fairs, festivals and trade shows.

Basic knowledge of automated building systems providing heating, air conditioning and ventilation.

Custodial equipment operation. Cleaning supplies and techniques used in custodial care.

Minor equipment and facility monitoring and maintenance.

Relevant policies and procedures.

Operation of cleaning equipment.

Ability to:

LANE COUNTY

Senior Operations/Events Worker (continued)

Maintain cleaning equipment.

Provide excellent customer service.

Use cleaning solvents and chemicals.

Organize, adjust and implement plans for set up, tear down, and cleaning of events or buildings.

Prioritize and ensure quality standards are met.

Monitor basic building systems.

Communicate effectively with the public and co-workers.

Communicate clearly and concisely, both orally and in writing.

Understand and follow oral and written instructions.

Work irregular hours; nights and weekends as necessary.

Operate light equipment such as forklifts and tractors, scissor lifts, boom trucks, lawn mowers, and other specialized equipment.

Utilize computer and other routine office equipment.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired.

Experience:

Two years of experience in custodial, light equipment and semi-skilled tasks.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY
Senior Operations/Events Worker (continued)

Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by time of appointment.

Forklift certification or the ability to acquire within six months of appointment.

Must have current CPR and first aid Certification or the ability to acquire within 6 months of appointment, and to maintain.

D016 Sr Operations Events Worker established 08/21/2010 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N6030 Sr Operations Events Worker (a non-represented classification) established 12/10/08 per Board order 08-12-10-7