

EVENT SERVICES WORKER

Position Code: 1299

WC Code: 9015

FLSA Status: Non-Exempt

Pay Grade: 343

Location: Parks & Recreation

Approval Date: 2019

General Statement of Duties

Performs manual tasks in the coordination of meeting space, setting up of rooms, and maintenance of Town buildings.

Distinguishing Features of the Class

An employee in this class performs a variety of tasks involving manual work in the maintenance of buildings and grounds and setting up rooms for various functions. Building maintenance includes tasks such as mopping and buffing, vacuuming, dusting, and cleaning bathrooms. Work also includes moving tables and chairs, arranging to match room set up formats. Work also includes setting up audio-visual equipment, technology, and coordination with customers on room set-up and logistics. Employees must abide by safety rules and regulations and use care and accuracy in handling chemical cleaning supplies. Work also requires considerable customer contact requiring tact and courtesy and problem-solving ability. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, chemicals, mists, gases and oils. Duties may also expose the employees to human body fluids and thus work is subject to the OSHA requirements on blood borne pathogens. Work is assigned daily, performed under regular supervision and is reviewed by observation of quality and quantity of work completed and timeliness of completion.

Duties and Responsibilities

Arranges rooms for citizens to use for a variety of events such as meetings, receptions, family reunions and theater presentations; checks weekly and daily room schedule for reservations; follows pictured lay-outs and sets up rooms; moves tables and chairs and sets up; sets up room in standard arrangements when not in use; stores excess tables and chairs; may set up rooms in various layouts several times in a day, depending on volume of usage.

Assists visitors in locating equipment, re-arranging rooms, and setting up food service.

Prepares audio-visual and other technology equipment for presentations, meetings, theater, etc., insures proper security, set-up, and storage of equipment.

Assists visitors with logistical issues and problems; participates in problem-solving.

Cleans and stocks bathrooms; scrubs toilets and sinks; wipes walls; polishes mirrors.

Cleans offices and small rooms; cleans counters with disinfectants; wipes off telephones and copy machines; dusts, cleans glass on tables; polishes furniture.

Cleans glass windows and doors, and furniture in lobby area, operates power washers to clean outside of windows.

Maintains inventory of supplies and informs supervisor when supplies are needed.

Empties trash filled containers.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of methods, cleaning chemicals and supplies and equipment used in unskilled building and grounds maintenance work.

Working knowledge of safety equipment and procedures required in performance of duties.

Working knowledge of the use, storage, preparation and operation of a variety of audio-visual and related technology equipment.

Ability to participate in problem-solving of logistical issues.

Ability to understand and follow oral and written instructions.

Ability to use varied equipment required in performance of duties.

Ability to work with a wide variety of visitors in a courteous and tactful way.

Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy duty work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to make visual inspections of work assigned and completed, operate equipment in the performance of maintenance tasks.

Minimum Education and Experience

High School Diploma or GED and six months to one year of related experience.