

EXPOSITION CENTER WORKER

FUNCTION OF THE JOB

Under supervision, performs work involving the preparation of the Exposition Center complex for events in accordance with lease agreements; performs building maintenance duties; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Organizes and performs set-up for events by arranging tables, chairs, podiums, sound systems, and other items in accordance with the lease agreements.
2. Serves as a representative of the Exposition Center to lessees during events by ensuring proper operation of the facility, compliance with lease agreements, and the resolution of questions or concerns expressed.
3. Performs semi-skilled maintenance and repairs to the interior and exterior of buildings and plumbing, heating, sound, and electrical systems.
4. Assigns, directs, and reviews the work of temporary maintenance employees assigned to the facilities, and assists in training of temporary maintenance employees including safety practices and procedures and assures adherence.
5. Cleans public areas of the facilities by performing duties such as mopping floors, hallways, and restrooms, scrubbing carpets, washing walls, and emptying waste cans.
6. Establishes and maintains effective working relationships with staff and the public.
7. Opens, closes, or locks doors to the facilities in accordance with event schedules and security requirements.
8. Operates and maintains tools, power equipment, tractors, and trucks.
9. Operates equipment for snow removal operations, including sanding and deicing.
10. Restocks supplies in restrooms and storage areas.
11. Prepares records and reports.
12. Maintains prompt, predictable, and regular attendance.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the practices and procedures used in the operation and maintenance of the Exposition Center buildings and grounds.
2. Considerable knowledge of the maintenance, materials, equipment, tools, and materials used in cleaning buildings.
3. Working knowledge of the tools, equipment, materials, methods, and practices used in construction, repair, and mechanical maintenance work.
4. Working knowledge of occupational hazards and safe work practices.
5. Working knowledge of computerized department program software, internet access, database, spreadsheets, and word processing programs.
6. Ability to communicate effectively both orally and in writing.
7. Ability to establish and maintain effective working relationships with staff and the public.
8. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
9. Ability to follow and to direct work with oral and written instructions.
10. Ability to operate a variety of power tools and equipment, including County vehicles.

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QUALIFICATIONS

Essential Knowledge and Abilities (continued)

11. Ability to perform manual labor, general maintenance, and repair work.
12. Ability to utilize word processing, database, and spreadsheet programs.

Training and Experience

1. High School Diploma or GED.
2. Valid driver's license.