



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 4/25/16**

**CLOSES: When Filled**

### **SEASONAL EVENT OPERATIONS AIDE**

The Kittitas Valley Event Center and County Fair are currently seeking to fill 2 seasonal Event and Fair Operations Aide positions to begin on or around June 6, 2016 and expected to end in late September. These positions are seasonal, non-benefited, non-exempt, and non-union. Positions will be 20 to 40 hours per week and be required to work weekends. Shifts will vary dependent on need from 7am – 11pm. **NOTE: From August 8 – September 10 all seasonal Event and Fair Operations Aides will be expected to work full time, and be available for overtime as required.** Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 5/9/16 and continue until suitable candidates have been found.

**SALARY/WAGES:** \$11.00 per hour

#### **ESSENTIAL FUNCTIONS:**

##### **Maintain and repair Kittitas Valley Event Center facilities and equipment**

- Repair and maintain structural components on interior and exterior of buildings.
- Repair system components such as leaky plumbing and burned out lighting.
- Provide maintenance services such as: cleaning, painting and touch-up, mopping, sweeping, vacuuming, dusting and other routine custodial duties.
- Operate and maintain tractors, various trucks, lawn care equipment, and hand/power tools.
- Provide irrigation set-up and monitor water application.
- Mow, edge, trim, sweep, rake, patch lawns, pull or spray weeds, and clean parking lots.
- Provide support to Maintenance Technicians and office staff, including purchasing and picking up materials.
- Clean out stalls and replenish bedding in animal barns.
- Clean, maintain, and stock restrooms.

##### **Assist individuals and groups using the Kittitas Valley Event Center facilities**

- Prepare buildings for use, set up equipment as directed, tear down after events are over.
- Confirm with groups that all preparations are satisfactory.
- Enforce codes, regulations, policies and rules of governing agencies.
- Work with user groups to provide accommodations that achieve successful outcomes.
- Maintain riding arenas to the specified conditions of the users.
- Install or move portable corral fixtures.

##### **Grounds maintenance at other County buildings**

- Mow, edge, trim, sweep, rake, patch lawns, pull or spray weeds, irrigation set-up, application and monitoring, and clean parking lots as directed.

##### **Other department related duties as assigned**

- Supervise inmate workers to accomplish required tasks.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Valid Washington State driver's license.
- Previous experience using the basic tools required for performing facilities maintenance, custodial, and grounds maintenance duties in a safe manner.
- Must be able to successfully complete mandatory training through the Kittitas County Sheriff's Office prior to supervising inmate workers.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Able to provide outstanding customer service, and possess high standards for event preparation, including attention to detail, the ability to anticipate client needs, impeccable housekeeping skills, and accurate set-up of sound and media equipment.
- Capable of performing manual labor for long periods of time.
- Able to multi-task and handle stressful situations, including customer complaints and competing demands.
- Available to work overtime during the weeks leading up to the Kittitas County Fair and throughout Labor Day weekend.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of experience with plumbing, carpentry, and/or electrical work.
- Previous supervisory experience.
- Bilingual (English/Spanish).

**WORKING CONDITIONS:**

Work is performed in a variety of indoor and outdoor environments, which will require working in inclement weather such as temperature extremes and/or windy, dusty conditions. Exposure to the following environmental conditions and substances may occur: excessive (concert level) noise; animals typical to 4-H, Fair or Rodeo environments; and hazardous or corrosive chemicals such as: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. Position requires ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must be able to regularly push, pull, lift and carry up to 50 pounds and occasionally higher with assistance; must be able to work in a forward posture for extended periods. Must have close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Must be able to hear and clearly communicate in person, over the telephone, and by radio. Safety rules must be adhered to at all times, including safe lifting/carrying techniques, and PPE must be worn when required.

This position requires frequent interaction with a diverse customer base, and supervision of inmate workers.

The work schedule will include evenings, weekends, and holidays with extended shifts and overtime required prior to and during the Kittitas County Fair. Regular attendance and punctuality are required.

Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1) Kittitas County Employment Application; 2) Resume 3) One (1) Professional References and 4) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- 1) **Please Answer Yes or No:** I understand that I will be required to work full time, plus overtime shifts, August 8-September 10, including weekends.
- 2) Please list any scheduling conflicts you have between now and the end of September.
- 3) Please state whether you are seeking part time (20 hours) or full time (40 hours) shifts, or have no preference.