



# Employment Opportunity

Kittitas County, Washington

**POSTED: 2/20/2019**

**CLOSES: Open Until Filled**

## EVENT OPERATIONS AIDE

The current vacancy in the Kittitas Valley Event Center is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Event Operations Aide is a part of the operations team and completes projects as assigned in preparation for a variety of meetings, receptions, trade shows, dances, agricultural and livestock events, and public meetings held by clients of the Kittitas Valley Event Center. Anyone who meets the qualifications stated below may apply. Screening will begin on 2/27/2019 and continue until a suitable candidate is found.

**SALARY RANGE:** \$2,836- \$3,263 per month.

### ESSENTIAL FUNCTIONS

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

- Work closely with department staff to understand event space set-up and client expectations.
- Confirm with clients that all preparations are satisfactory, and makes adjustments as needed.
- Respond to all client requests in a courteous manner.

#### **Ensure facilities and grounds are prepared for upcoming events**

- Clean facility prior to, during, and after events to provide a professional and safe environment, including grounds, restrooms, meeting rooms, and livestock facilities.
- Set-up tables, chairs and specialty equipment per client requirements.
- Prepare event facilities by adjusting heating/cooling, turning lights on/off, and locking/unlocking doors as needed.
- Prepare meeting rooms/space per requirements set forth in work orders, including A/V equipment.
- Install or move portable livestock equipment, including corral panels and gates, equine stalls, tents, etc.
- Set up sandwich boards and post directional signage for each event.
- During winter months ensure snow is removed from sidewalks and entryways, and use deicer to help prevent customer accidents.
- Secure property after event completion (during regular work hours). Ensure grounds are clean and litter free.

#### **Operate necessary hand/power tools and motorized equipment to prepare for events, retrieve/return large amenities, and conduct post-event cleaning**

- Follow proper safety protocols when using a variety of hand and power tools, and light-to-heavy equipment associated with the Event Center such as tractors, lawn equipment, trucks, bobcat, forklift, and other vehicles and equipment. May also be required to operate equipment and vehicles that are rented for use at the Event Center.

Kittitas County is an Equal Opportunity Employer

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## **OTHER FUNCTIONS**

- During the Kittitas County Fair a significant amount of time will be spent on custodial duties, which will include providing guidance and assistance to a temporary custodial crew. Must be familiar with the restrictions associated with employing minors.
- May assist County Maintenance staff with light building and grounds maintenance projects such as painting and lawn care if time allows between events.

*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.
- A criminal history and background check to include fingerprinting will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Provide outstanding customer service to a diverse population.
- Pay attention to detail and maintain high standards for event preparation and facility cleanliness.
- Set-up sound and media equipment, trouble-shoot problems, take down and properly store equipment after each event.
- Operate a variety of tools and equipment necessary to perform the essential functions of the position.
- Utilize a computer, including email, and be able to quickly learn programs specific to the department.
- Must follow all safety policies and regulations.
- Perform assigned work independently or as part of a team; report any concerns or issues to the Director as needed.

## **SPECIAL REQUIREMENTS**

- Must successfully complete the required KCSO training prior to supervising Inmate Workers.
- Bloodborne Pathogens Training must be completed prior to exposure.
- First Aid Certification or ability to obtain within six (6) months.
- Maintenance employees who do not already have the Hepatitis B Vaccination will have the option to undergo the series through the Public Health Department at no cost to the employee. Employees who do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer.

## **PREFERRED QUALIFICATIONS**

- Prior event preparation and/or custodial experience.
- Experience operating an agricultural tractor, forklift, and/or skid steer loader.
- Prior experience providing customer service to the public.
- Prior supervisory experience.

## **WORKING CONDITIONS**

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions, will occur. Position requires ability to sit, stand, walk, bend, stoop, crouch, grasp, reach, and climb ladders and stairs; must be able to lift up to 60 pounds and occasionally more with assistance; frequent exposure to the following hazardous or corrosive chemicals will occur: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. Must have the ability to communicate clearly in person and over the phone; must have adequate near, far, color, and peripheral vision, adequate depth perception, and the ability to read and understand labels and directions.

Must have the ability to supervise and direct the work of others, including but not limited to volunteers, Inmate Workers, and juvenile work crews. Safety rules and regulations must be adhered to at all times; PPE shall be worn when required, and employees may not operate tools and/or equipment unless they are fully skilled and have received all required training.

Regular use of motor vehicles is required; must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight. Periodic travel may be necessary to attend training or meetings.

Work schedule could include working evening, weekend and holiday shifts with additional hours required during the Kittitas County Fair. Regular attendance, punctuality, and courteous service are required.

Reasonable accommodations may be made 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. Letter of Interest
4. Two Professional References