



Employment Opportunity

Kittitas County, Washington

POSTED: 5/22/2019

CLOSES: Open until filled

SEASONAL EVENT AIDE

The current vacancy in the Kittitas Valley Event Center is a seasonal, non-benefited, non-union, non-exempt position expected to begin as soon as possible. The Seasonal Event Aide will primarily focus on preparation for all events as well as the annual Kittitas County Fair and Rodeo. Anyone who meets the qualifications stated below may apply. This position is considered open until filled; applicants should apply by 5/29/2019 for optimal consideration.

SALARY RANGE: \$12.00- \$13.75 per hour.

ESSENTIAL FUNCTIONS

Conduct light maintenance and repair of Kittitas Valley Event Center facilities and equipment

- Ensure the Event Center is presentable and ready to receive customers at all times, to include: deep and light cleaning/stocking of rental spaces/kitchens/bathrooms, ensuring parking lots and grounds are free of garbage and proper signage is displayed, mopping, sweeping, vacuuming, dusting, windows/sills, light bulb replacement, emptying trash cans/recycle bins, and other routine duties.
- Operate tractors, trucks, lawn care equipment, and hand/power tools; ensure tools and equipment are returned to the proper location and ready for use; immediately report need for repairs/replacement to the KVEC Director.
- Assist with the following tasks: irrigation set-up and proper water application, mow, edge, trim, sweep, rake, patch lawns, and pull or spray weeds.
- Purchase/pick up supplies and perform other support tasks as requested by KVEC staff.
- Clean out stalls and stock pens and follow proper biosecurity procedures to prepare for the next use of animal barns and pens during turnover.

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.

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 and equipment required to perform the duties of this position 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 on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, 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.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Safely utilize all of the tools and equipment required to perform the essential functions of the position.
- Perform work independently, and possess the desire to do a good job.
- 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.
- Follow verbal and/or written directions and comply with policies and regulations.
- Prioritize work and respond to emergency and/or competing requests in a calm, professional manner.
- 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) or more years of experience performing similar duties for a commercial or public rental facility.
- Previous supervisory experience.
- Previous experience providing excellent customer service to a diverse population.

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. Letter of Interest
4. Three Professional References and Two Personal References
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. This position will be required to assist with the preparation, conduction and tear-down of the Kittitas County Fair. During this time you will be required to work full-time, plus overtime shifts including weekends. Do you have any concerns?
2. Describe your experience providing direction and/or assistance to the public, internal clients, and coworkers.