

Class Title: Event Support Crew Member I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supports the overall function of special events. Cleans the interior of event facilities. Performs event facility maintenance. Maintains the exterior of event facilities. Aids in the maintenance of event equipment and facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Supports the set up and clean up of special events by performing delivery, assembly and dismantling of equipment, chairs, tables; installs, removes and repairs bleachers and fencing for special events.
2	H	Cleans the interior of event facilities by sweeping and mopping stairwells and elevators, emptying garbage cans, polishing chrome in elevators, washing windows, mopping, washing walls and mirrors, refilling dispensers, cleaning toilets, urinals and closets, dusting, washing baseboards, vents and doors, vacuuming, cleaning showers, carpets and performing all other duties as necessary.
3	H	Takes orders to perform the set up of unique special events.
4	H	Aids in the storage of special event equipment in designated facilities, while not in use.
5	L	Utilizes safety equipment as needed while performing duties.
6	H	Collaborates with others to work as a team to set up and dismantle special event stages, seating areas, fencing, parking and all other equipment/facilities used for special events.
8	H	Performs other duties as assigned.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	None required.
Certifications and Other Requirements	Valid Driver’s License may be required depending on assignment.
Reading	Work requires the ability to read instructions/orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	N/A
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. May have direct or indirect contact with entertainers, promoters and managers.

CSC Adopted: July 2014 CSC Revised: January 2015

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Mopping, sweeping, dusting, vacuuming, cleaning
Sitting	O	Cleaning baseboards, walls
Walking	F	To/from supplies, to/from cleaning areas
Lifting	F	Chairs, trash cans, mop, broom, vacuum, cleaning supplies, tables, sections of stage
Carrying	F	Chairs, trash cans, mop, broom, vacuum, cleaning supplies, tables, sections of stage, fencing
Pushing/Pulling	F	Cart, mop, bucket, vacuum, broom
Reaching	F	Dusting, windows, baseboards, cleaning toilets, walls
Handling	F	Cleaning supplies and equipment, trash
Fine Dexterity	R	Using cleaning equipment
Kneeling	O	Cleaning toilets, elevators, picking up trash, setting up event facilities
Crouching	O	Cleaning toilets, elevators, picking up trash, setting up event facilities
Crawling	O	Cleaning baseboards
Bending	F	Picking up trash, cleaning seats, lifting equipment, setting up event facilities
Twisting	O	Picking up trash, cleaning seats, setting up event facilities
Climbing	F	Stairs
Balancing	F	Stairs
Vision	C	Cleaning
Hearing	C	Staff, supervisor, vendors
Talking	F	Staff, supervisor, vendors
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vacuum, mop, trash cart, dustpan, broom, cleaning supplies, squeegee, screwdriver, hammer, floor scrubbers, power washers various other electric tools used in low level general maintenance.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	M		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1) Inclement weather
- (2) Arena, Theater, city streets, Parking garages, Lots

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, mask, safety shoes, possibly back braces, ear protection.

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)