

Class Title: Event Support Crew Member II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supports the overall function of indoor and outdoor events by serving as a crew leader. Performs event facility maintenance. Maintains the exterior of event facilities. Responsible for the maintenance of event equipment and facilities. Provides administrative support.

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	Serves as crew leader by providing information, assigning tasks, assisting personnel, ensuring safety of job sites, performing inventory, completing work orders, ordering materials, maintaining records, generating and maintaining reports, contacting vendors and contractors for service calls and coordinating work with vendors, creating maintenance programs, assisting vendors and contractors and leading staff in projects which call for team labor such as furniture pickup and delivery, relocations and equipment installation. Works with management to implement improvements in operations/services.
2	H	Collaborates with others to work as a team in the set up and clean up of special events. Delivers, assembles, dismantles and stores event related equipment. Installs, removes and repairs chairs, tables, bleachers, risers, dashers, tents, furniture, bike racks, stages and fencing for special events. Utilizes a wide array of tools and equipment including forklifts, power washers, floor scrubbers and various gas/diesel powered small engine machines in the set up and dismantling of events. Sets and runs small PA equipment and podiums for City events. Utilizes safety equipment as needed while performing duties.
3	H	Ensures event facilities are maintained in a clean, working order. Performs maintenance to buildings and grounds by repairing or replacing signs, banners and graphics, power washing the exterior of buildings, painting, changing light bulbs, checking parking lots and driveways for cleanliness, cleaning fountains, maintaining flag poles, installing lights, repairing and replacing hand railings, decking access ways and platforms, issuing keys, installing equipment, and repairing fences, seating, stages; and performs various other basic repairs as needed.
4	H	Takes written or verbal direction in order to perform the set up of unique special events. Interprets drawings or blueprints in order to perform set up duties. Interacts directly with event organizers, production personnel, promoters, community leaders and other departmental clients and vendors. Manages general correspondence via email, phone and in-person to facilitate work.

CSC Adopted: July 2014, CSC Revised: November 2015

Physical Strength Code		ESSENTIAL FUNCTIONS
5	M	Performs preventative maintenance of equipment by inspecting, maintaining and repairing portable equipment, tools and vehicles. Operates and maintains City vehicles, schedules maintenance with Fleet Management and coordinates scheduling of repairs. Transports the City's mobile stages to and from event sites and ensures compliance with preventative maintenance schedule.
6	L	Maintains inventory such as chairs, tables, stages, fencing, etc. to ensure events have the proper amount of equipment and that it is in working order. Tracks supply stocking, restocking and issuance, fulfilling in-house requisitions for warehouse supplies and performing administrative maintenance when needed.
7	H	Performs other duties as assigned.

CSC Adopted: July 2014, CSC Revised: November 2015

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 four years high school or equivalency.
Experience	One year of special events experience required; or an equivalent combination of education and experience.
Certifications and Other Requirements	Requires a valid Driver’s License; a valid CDL may be required within six months of employment, depending on assignment.
Reading	Work requires the ability to read written correspondence, instructions/orders, drawings, blue prints, tape measures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work may require the ability to write suggested inventory orders, email correspondence, and suggestions for operational improvements.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Required to delegate work to seasonal, temporary and lower level staff.
Complexity	Work requires analysis and the ability to use good judgment. Occasionally, tasks may utilize definite procedures, with little deviation.
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.

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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, supporting equipment during installation
Sitting	O	Cleaning baseboards, walls, hockey dashers, repairing chairs
Walking	C	To/from supplies, to/from cleaning areas, shops, buildings, public spaces, recreational areas
Lifting	F	Chairs, tables, couches, trash cans, mop, broom, vacuum, cleaning supplies, sections of staging, risers, boxes, hockey dashers, glass panels, rubber matting, bike racks, tent equipment
Carrying	F	Chairs, tables, couches, trash cans, mop, broom, vacuum, cleaning supplies, sections of staging, risers, boxes, hockey dashers, glass panels, rubber matting, bike racks, tent equipment
Pushing/Pulling	F	Cart, mop, bucket, vacuum, broom, glass carts, chair carts, table carts, floor cleaning machines
Reaching	F	Dusting, washing windows, cleaning baseboards, toilets, walls, building stages and installation of arena equipment
Handling	F	Cleaning supplies, tools, equipment, trash
Fine Dexterity	O	Using cleaning equipment, hand tools and hardware to install, repair and build event and facility related equipment
Kneeling	O	Cleaning toilets, elevators, picking up trash, setting up event facilities, hockey dasher installation, building walls, installing basketball floor, setting equipment
Crouching	O	Cleaning toilets, elevators, picking up trash, setting up event facilities, hockey dasher installation, building walls, installing basketball floor, floor measurements, setting equipment
Crawling	R	Cleaning baseboards, under bleacher access, setting stages, under vehicles
Bending	F	Picking up trash, cleaning seats, lifting equipment, setting up event facilities/equipment
Twisting	O	Picking up trash, cleaning seats, setting up event facilities
Climbing	F	Stairs, ladders, into and out of vehicles
Balancing	F	Stairs, ladders
Vision	C	Cleaning, floor layout for concerts and special events, polishing hockey glass, driving, setting event equipment
Hearing	C	Staff, supervisor, vendors, customers
Talking	F	Staff, supervisor, vendors, customers
Foot Controls	F	Driving vehicles, forklift, bobcat, ice machines, ice resurfacer
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vacuum, mop, trash cart, dustpan, broom, tape measures, cleaning supplies, squeegee, screwdriver, hammer, saws, various other electric tools used in low level general maintenance, bobcat, forklift, power washer, metalworking tools, floor scrubbers, staging, risers, bleachers, ice resurfacing machines, painting sprayers, vinyl graphics, basketball flooring, bike racks, small hand tools, computer, telephone, and various gas/diesel powered small engine pieces of equipment .

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	W
Explosives	N	Wetness/Humidity	M
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	W		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	X
Shop	X
Vehicle	X
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	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	C
Other (see 3 below)	N

(3)