



OPERATIONS EVENTS WORKER

CLASS SUMMARY: To perform a variety of custodial duties and operate light and specialized equipment, as assigned, at the Lane County Events Center/Fairgrounds, Ice Center and Lane County Fair; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the entry level class within the Operations/Events Worker series. This classification is distinguished from the Senior Operations/Events Worker by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior Operations/Events Worker.

SUPERVISION RECEIVED: Receives direction from assigned supervisory and management personnel. Receives technical and functional supervision from assigned personnel. May provide direction to temporary and extra help staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.
2. Monitors equipment and makes minor adjustments; reports irregularities.
3. Reports major structural or equipment damage.
4. Operates light equipment and specialized equipment, such as forklifts and tractors, scissor lifts, boom trucks, lawn mowers and landscape equipment, as well as power cleaning custodial equipment, and other hand tools.
5. Performs periodic grounds maintenance and routine landscaping.
6. Operates light and specialized equipment in a rental capacity to clients and vendors.
7. Performs custodial duties before, during, and after events.
8. Opens and locks gates and doors.
9. Cleans parking lot.
10. Inspects and makes minor repairs to equipment, furnishings and fixtures.
11. Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

LANE COUNTY
Operations Events Worker (Continued)

Knowledge of (position requirements at entry):

- Operation of cleaning equipment.
- Cleaning supplies and techniques used in custodial care.
- Minor equipment and facility monitoring and maintenance.
- Relevant policies and procedures.

Ability to (position requirements at entry):

- Maintain cleaning equipment.
- Provide excellent customer service.
- Use cleaning solvents and chemicals.
- Communicate effectively with the public and co-workers.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Work irregular hours, nights and weekends as necessary.
- Operate light equipment such as forklifts and tractors, scissor lifts, boom trucks, lawn mowers, and other specialized equipment.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired. One year of experience in custodial, light equipment and semi-skilled tasks. Experience in a similar facility is desirable. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by time of appointment.
- Forklift certification or the ability to acquire within six months of appointment.
- Must have current CPR and first aid certification or the ability to acquire within 6 months of hire, and to maintain.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

D015 Operations Events Worker established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N6031 Operations/Events Worker (a non-represented classification) established 12/10/08 per Board Order 08-12-10-7.

FLSA Status: Non-Exempt