

POSITION DESCRIPTION

- Title:** Operations Personnel
- Pay Classification:** This is a Full-Time union position at Range 37
\$40,380.00 - \$49,080.00 – Per Annum
- Department:** Seaside Civic & Convention Center
- Supervision:** Works under the direct supervision of the Operations Supervisor and/or Convention Center General Manager and Assist General Manager.
- Work Schedule:** Must be able to work irregular schedule, including nights, weekends and some holidays. Schedule will vary depending on each event and the hours the building will be open.
- Position Summary:** Responsible for performing all assigned responsibilities as directed by the Operations Supervisor in the successful operation of the Seaside Civic & Convention Center. Employee is expected to perform without close supervision.

Duties, Responsibilities, Essential Functions: Though duties vary greatly with the variety of events and needs of the building schedule, general responsibilities are as follows:

- Perform all scheduled preventative maintenance programs for all Center equipment.
- Carry out event floor plans and staging set-ups.
- Clean all areas of the building except the kitchen area.
- Clean all exterior grounds.
- Responsible for assisting in the construction of sets, operation of lights, sound, and audio-visual equipment.
- Do minor repair to tables, chairs, staging and other portable Center equipment.
- Perform necessary safety and fire hazard inspections.
- Perform necessary painting as required.
- Perform inventory of all supplies and equipment.
- Greet the public and independently answer routine questions and refer others to appropriate persons.
- Perform all tasks listed and other duties that may be assigned.
- Additional duties and responsibilities may be added, removed or changed by the Center General Manager and/or Assist General Manager as necessary.

Education and Experience Requirements:

Education: High school diploma or GED (minimum).

Qualifications and Skills: This position calls for initiative, ingenuity, judgment, resourcefulness and analytical requirements in carrying out the responsibilities of this job. Also, a sharp mental concentration and alertness is required.

Physical Requirements: Physical requirements necessary to perform tasks: Good vision and hearing. Continuous sitting, standing, bending, stooping, kneeling, squatting, crawling, walking climbing and lifting to 50#.

Activities may include digging, shoveling, carrying and wheeling heavy materials, painting, cleaning and other similar activities. Successful candidate must pass a standard drug test and physical examination.

Physical Demand Information: The following demands have been measured for specific tasks:

Job Task	Posture/Physical Demand	Amount/Force	Frequency
Cleaning bottles	Squeeze handle gripping	5-8#	Frequently
Nozzle Sprayer	Pinching	1-5#	“
Mopping	Upper body push/pull	10#	“
Sweeping	Upper body push/pull	6-10#	“
Empty trash can	Lifting/dumping	10-30#	“
Setting Tables	Lifting	40#	“
Setting Chairs	Lifting	5-15#	“
Vacuum	Upper body push/pull	15-20#	“
Sitting			Occasionally
Standing			“
Walking			Frequently
Lifting/Carrying			“
Reaching/Handling			“
Bending/Squatting			“
Climbing (stairs)			“
Climbing (ladders and using lift)			“

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Salary: Regular full-time position @ Range 37 (\$3,365.00 - \$4,090.00) per month + benefits. Submit application, letter of interest and resume no later than **Thursday, July 13, 2017, 5:00 PM, to Human Resource Department, City of Seaside, 989 Broadway, Seaside, Oregon 97138. EOE**