



Employment Opportunity

Kittitas County, Washington

POSTED: 11/18/16

CLOSES: When Filled

EVENT OPERATIONS AIDE

The current vacancy with the Kittitas Valley Event Center is a limited part-time (16 hours/week), non-benefitted, non-exempt, Union (Local 792CH) position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 12/2/16 and continue until a suitable candidate has been found.

WAGE: \$15.30 to \$17.57 per hour

ESSENTIAL FUNCTIONS:

70% Assist persons and groups using the Kittitas Valley Event Center and facilities

- Work closely with department staff to understand event space set-up and client expectations.
- Provide customer service to Event Center patrons.
- Confirm with clients that all preparations are satisfactory, and makes adjustments as needed.
- Clean facility prior to and after events to provide a professional and safe environment, including grounds, restrooms, meeting rooms, and livestock facilities.
- Set-up tables, chairs and specialty equipment per client requirements.
- Prepare event facilities by adjusting heating or cooling, turns lights on or off, locks or unlocks doors as needed.
- Prepare meeting rooms/space per requirements set forth in work orders.
- Secure property after event completion.

25% Perform grounds keeping, set-up and minor maintenance to facilities and equipment

- Maintain equipment in clean, usable, and safe working condition.
- Keep grounds clean and litter free.
- Prepare and maintain planter boxes and flower beds.
- Provide irrigation to lawn, trees, and grounds when needed.
- Mow lawns; trim trees and bushes as needed.
- Remove and/or spray weeds as needed.
- Install or move portable livestock equipment, including corral panels and gates, equine stalls, tents, etc.

5% Other duties as assigned

- Assist in overflow work
- Carry out custodial and other duties as assigned during the Kittitas County Fair

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.

- The position requires a keen understanding of outstanding customer service, attention to detail, high standards for event preparation, impeccable housekeeping skills, ability to set-up sound and media equipment.
- Must successfully complete eight (8) hour KCSO training for Working with Trustees, prior to Trustee supervision.
- A criminal history and background check to include fingerprinting will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

PREFERRED QUALIFICATIONS:

- Prior event, custodial, and/or grounds keeping experience.
- Experience operating an Agricultural Tractor, Forklift, and/or Skid Steer Loader.
- Prior experience providing customer service to the public.
- Prior supervisory experience.

WORKING CONDITIONS:

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions, will occur. Position requires ability to sit, stand, walk, bend, stoop, crouch, grasp, reach, and climb ladders and stairs; must be able to lift up to 60 pounds and occasionally more with assistance; frequent exposure to the following hazardous or corrosive chemicals will occur: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. PPE must be worn at all times when required. Must have the ability to supervise and direct work of inmate and juvenile work crews as well as volunteers.

Work schedule could include working evening, weekend and holiday shifts with additional hours required during the Kittitas County Fair. Regular attendance, punctuality, and courteous service are required.

Reasonable accommodations may be made 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) One (1) professional reference and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Please highlight your work experience which you believe is relevant to the position as advertised.