



Employment Opportunity

Kittitas County, Washington

POSTED: 12/16/16

CLOSES: When Filled

EVENT OPERATIONS TECH

The current vacancy with the Kittitas Valley Event Center is a full-time, union (Local 792CH), non-exempt, position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 12/27/16 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,111 - \$3,546 per month

ESSENTIAL FUNCTIONS:

Ensure the facilities and grounds are properly prepared for events

- Follow contracted work order specifications for a variety of KVEC events.
- Set up Rodeo Arena and Bloom Pavilion using necessary equipment/vehicles.
- Set up/tear down tables, chairs, and A/V equipment.
- Transport rented items to appropriate locations.
- Maintain the interior cleanliness of KVEC buildings.
 - Mops, sweeps, vacuums, shampoos, strips and waxes floors.
 - Washes windows, countertops, walls and hard surfaces.
 - Controls dust and cobwebs.
 - Locks doors, turns off lights and promotes a safe and secure environment.
- Handle last minute changes, requests, and concerns in a courteous and efficient manner.

Perform maintenance of the KVEC buildings/structures and vehicles

- Perform simple or routine repairs and preventive maintenance.
- Inform supervisor of needed parts and supplies for upcoming projects and repairs.
- Purchase necessary parts for repairs using established KVEC guidelines.
- Operate a variety of hand/power tools, and heavy equipment such as (but not limited to) tractors, lawn equipment, trucks, bobcat, forklift, etc. in a safe manner. May also be required to operate equipment and vehicles that are rented for use at the Event Center.
- Complete other small maintenance projects as assigned.

Maintain KVEC grounds

- Mowing, edging, aeration, irrigating, trimming, seeding, and chemical application.
- Ensure proper irrigation practices, including repair or installation of irrigation equipment.
- Trim and cultivate trees and shrubs.
- Provides snow removal.
- Pick up trash and maintain parking lots and common areas.
- Service and repair equipment.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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Leadership

- Responsible for line of sight supervision of inmate workers when assigned.
- May be assigned to work with volunteers, seasonal employees, and Event Operations Aides.
- Provide assistance to members of the Fair and Rodeo Boards as assigned.
- Must have a positive attitude, be self-motivated, and service-oriented.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Four (4) years of experience and/or education relating to maintenance, construction, and repair.
- Valid WA State Driver's License.
- Must complete the required KCSO (Kittitas County Sheriff's Office) training prior to working with inmate workers, and annually thereafter.
- 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 and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

PREFERRED WORK EXPERIENCE:

- Previous experience working for an event facility.
- Previous experience working for a public agency.
- Previous supervisory experience.

WORKING CONDITIONS:

The working environment will include both indoor and outdoor work, and will be required to operate power tools, work with chemicals, and move or lift 25-100 pounds on a daily basis. Regular attendance is required. This is a scheduled 40 hour per week position, with an expectation to work overtime hours as needed or assigned. This position may direct the actions of a work force that can include: OIC workers, County Inmates, Juvenile Probation workers and Adult Probation workers

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) Three (3) professional references and three (3) personal references and 5) Supplemental Exam Answers. Please note: All applications must be submitted online; paper copies will not be accepted

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Please describe your experience with preparing facilities and grounds for events.
- (2) Please describe your experience with hand/power tools and heavy equipment. Follow-Up: What safety precautions would you follow to ensure your safety? Include your familiarity with OSHA/WISHA regulations.
- (3) Please describe your experience handling dissatisfied customers and competing priorities.
- (4) Please tell us a time when you went above and beyond for a customer.