

POSITION DESCRIPTION
SUBMISSION DEADLINE: OPEN UNTIL FILLED

- Title:** Operations Personnel
- Pay Classification:** Temporary Part-Time position @ \$12.00/hour, no benefits
- Department:** Seaside Civic and Convention Center
- Supervision:** Works under the direct supervision of Operations Supervisor
- Work Schedule:** Must be able to work irregular schedule on as-needed basis, 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 and General Manager in the successful operation of the Seaside Civic & Convention Center. Employee is expected to be able 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:

- Carry out event floor plans and staging set-ups.
- Clean all areas of the building except the kitchen area.
- Clean all exterior grounds.
- Assist in various duties that include installation of various aspects associated with lighting, sound and audio-visual equipment.
- Minor repair to tables, chairs, staging and other portable equipment.
- Perform necessary safety and fire hazard inspections.
- Perform necessary painting as required.
- Perform inventory of all supplies and equipment.
- Perform additional duties that may be assigned by the Operations Supervisor or General Manager.

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 up to 40-50 pounds. Activities may include digging, shoveling, carrying and wheeling heavy materials, painting, cleaning and other similar activities.

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

<u>Job Task</u>	<u>Posture/Physical Demand</u>	<u>Amount/Force</u>	<u>Frequency</u>
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: Temporary, PT Position @ \$12.00 / hour. Position does not include benefits.

Submit application and resume, via email (hr@cityofseaside.us), to Human Resources, City of Seaside or drop off at City Hall, 989 Broadway, Seaside, OR.

This position will remain open until filled. EOE.