

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Public Events Attendant		
<b>Job Code:</b>	ST5230	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	503	<b>Date Reviewed:</b>	07/18/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs event preparation duties relating to the assembly and disassembly of public event activities. Cleans assigned buildings and facilities. Collects parking fees and participates in other assigned manual labor tasks related to public events setups.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs a wide variety of duties in the preparation of public events related to set-ups, which includes installing bleachers, portable risers, fence panels and portable stairs; moving temporary walls; delivering supplies and various kinds of materials. Assembles, arranges and disassembles furniture, tables and chairs.
2. Maintains barns, arenas and stall areas at the Will Rogers Memorial Center. Prepares stalls and spreads shavings as needed.
3. Assists in making ice for ice floor and replacing hockey glass.
4. Cleans meeting rooms exhibit halls, corridors, restroom and arena.
5. Sweeps, scrubs, strips, waxes, mops, washes, polishes, vacuums floors and shampoos carpets.
6. Cleans and maintains outside areas. Sweeps curbs and collects trash.
7. Operates forklift, tug, tractor, street sweeper, water truck and bobcat.
8. Uses floor-cleaning equipment, which includes buffers, sweepers, and riding scrubbers.
9. Provides information and give directions to the public.
10. Collects parking fees and calculate totals for report.
11. Supervises small crews of temporary laborers as needed.
12. Locks and secures buildings.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - City Policy and Procedures.
  - Fire code.
  - Equipment operation.
  - Chemical safety.
  - Prioritization and time management.
  - City property procedures.
  - Barn and stall layouts.
  - Ice arena maintenance.
  - Forklift operation.
  - Audio video equipment.
  - Floor care.
- **Skill in:**
  - Supervision and observation.
  - Prioritization and time management.
  - Attention to detail.
  - Customer service.
  - Teamwork.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Anticipate customer needs and answer questions.
  - Apply safety principles and practices.
  - Operate alarm systems.
  - Make sound decisions.
  - Plan tasks to correspond with events in building.
  - Work under general supervision.
  - Follow instructions.
  - Read diagrams.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and no required experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's license, depending on assignment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking,

repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.