



Position Description

EOTEC Team Member

Classification: Non-Exempt

Department: EOTEC

Salary Range: EOTEC Schedule C

Union: Non-union

General Statement of Responsibilities

Performs a variety of event set up and takedown, including building and grounds maintenance work to aid in the success of the event center.

Supervision Received

Works under the general supervision of the Operations Manager who reviews work primarily on the basis of results attained.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Perform landscaping and beautification activities around buildings, maintain flower beds and vegetation; pull weeds and ensure proper irrigation.
2. Clean and sanitize restrooms; pick up litter and empty trash receptacles, keep walkways clear of debris; move picnic tables and benches as required; inspect and notify appropriate personnel of safety hazards and repair needs.
3. Perform snow removal from doorways/walkways and spreads ice melting materials.
4. Perform minor and preventive maintenance and repair work on equipment and facilities; assist with related maintenance work.
5. Perform daily cleaning, preventative maintenance, and repairs on all building systems.
6. Maintain public areas, service corridors and storage rooms in a clean, safe and efficient manner.
7. Set up and take down tables, chairs, and temporary stages for events.
8. Perform general cleaning duties as directed. Sweep, mop, buff floors.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency;
- AND one years' experience in landscape, maintenance, or event management;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Knowledge of: Basic knowledge of ground and building maintenance procedures including mowing, edging, raking, and weeding. Basic methods of, cleaning, materials, tools, and practices used in the in the performance of duties.

Skills: Safe operation and use of machinery, tools, and equipment applicable to the position.

Ability to: Operate equipment, machines, and tools safely and in conformance with applicable laws, regulations and work rules; understand and carry out written and oral instructions; work independently in performance of regular assignments; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; perform physical tasks in adverse weather conditions; communicate effectively verbally and in writing.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to lift and/or move materials 5-25 lbs. frequently, 25-60 lbs. occasionally, and over 60 lbs. rarely; dexterity of hands and fingers to operate a variety of equipment, power and hand tools; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; digging; carrying, pushing, and pulling grounds maintenance equipment; perform heavy physical labor at times. This position requires both verbal and written communication abilities.

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.*

While performing the duties of this position, the employee is primarily working indoors in an event center environment where the noise level in the work environment is usually moderate

and lighting is adequate. This position will frequently be subject to outside conditions, restricted spaces, ladders, and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Safety equipment and clothing is required.