

# CITY OF OCEAN SHORES

# JOB DESCRIPTION

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***Title:*** *Convention Center Operations Support*  
***Reports To:*** *Facility Manager*  
***Starting Salary:*** *\$19.00 per hour*

***Job Objective:***

Convention Center Operations Support staff perform general equipment maintenance, event set-up/tear-down and janitorial duties in the Ocean Shores Convention Center. Individuals are expected to have the mechanical and manipulative skills and abilities necessary to perform the general manual labor required in the department. Individuals usually work with more experienced employees but will be expected to work independently to perform relatively routine and well-known tasks; or more difficult work following specific directions.

***Job Location and Equipment Utilized:***

Work is performed inside and outside of the Ocean Shores Convention Center in all types of weather. Individual must be experienced in the utilization of basic hand tools.

***Essential Job Functions:***

- ◆ Perform duties pertaining to troubleshooting, maintenance and repair of facility equipment.
- ◆ Perform assigned activities regarding the cleaning and maintenance of the professional kitchen and restroom facilities.
- ◆ As assigned, perform routine preventative maintenance tasks on Convention Center operating equipment.
- ◆ Duties to include the ability to maneuver large numbers of tables, chairs and staging equipment on a regular basis, vacuuming, carpet shampooing, window cleaning and all aspects of restroom janitorial. Knowledge of professional kitchen equipment maintenance a plus.
- ◆ Clean dirt and other debris from, in and around storm sewers, catch basins, ditches, facility building using appropriate hand tools.
- ◆ The work schedule for this position is variable and based on the occupancy of the facility.
- ◆ The individual in this position must be able to work with a calm demeanor while under the pressure of demanding circumstances.
- ◆ Perform work in accordance with established procedures and processes.
- ◆ Perform work in accordance with sound safety practices.
- ◆ Maintain positive customer relations. Respond to public inquiries in a courteous manner within scope of knowledge, or if beyond scope of knowledge, refer to a co-worker who has knowledge to assist customer.
- ◆ Establish and maintain positive working relationships with co-workers, supervisors, other City staff, customer, and the general public.
- ◆ Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- ◆ Requires ability to follow written and/or oral instructions and complete tasks within a specified timeframe.
- ◆ Requires the ability to work without close supervision.
- ◆ Requires basic mechanical ability and knowledge and skill in using hand tools of the laboring trade.
- ◆ Requires the ability to learn how to set up audio-visual equipment (including but not limited to hardwired and cordless microphones, audio mixers, LCD projectors/screens, programmable lighting, and HVAC thermostat controls).
- ◆ Requires the ability to operate standard office equipment.
- ◆ Requires the ability to report to work properly groomed wearing appropriate clothing that has been laundered and footwear consistent with the responsibilities to be performed. General Manager will provide specific details on appropriate work clothing.
- ◆ Requires the ability to maintain good personal hygiene.

**Required Physical Traits:**

- ◆ Requires the ability and stamina to walk for a large portion of the work shift and perform physical labor.
- ◆ Requires the ability to work out of doors in all types of weather conditions.
- ◆ Requires the ability to lift 50 pounds and move a large quantity of furniture on a regular basis.
- ◆ Requires manual dexterity and visual acuity to operate a computer.
- ◆ Requires ability to crawl, climb, bend, twist, stoop, kneel, and perform repetitive lifting and to maintain such activities throughout a work shift.
- ◆ Requires the ability to stand for extended periods of time.
- ◆ Requires visual and hearing acuity and substantial manual dexterity to perform the essential functions of the job.
- ◆ Requires the ability to read, write, speak, and understand the English language.

**Qualifications:**

- ◆ Requires a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.