



JOB ANNOUNCEMENT

Convention Center Operations Support

Full-time Non-Represented

Salary

\$19.00 per hour

The City of Ocean Shores is accepting applications for a full-time Convention Center Operations Support person. Duties include but are not limited to: perform duties pertaining to troubleshooting, maintenance and repair of facility equipment, activities regarding the cleaning and maintenance of the professional kitchen and restroom facilities, routine preventative maintenance tasks on Convention Center operating equipment, 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. A key function of this position is to establish and maintain effective working relationships with City staff, City officials, clients, contractors, developers, other professionals, government agencies, and the general public. All other duties as assigned.

Qualifications include the ability to follow written and/or oral instructions to complete tasks in a timely manner; the ability to work without close supervision; basic mechanical ability, knowledge and skill in using a variety of hand tools of the laboring trade; 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).. A combination of knowledge and physical ability to thoroughly and accurately perform the full scope of responsibilities as illustrated in the job description.

For a complete job description and application, visit www.osgov.com or contact dasmith@osgov.com.

Please submit completed application to City Hall no later than 4:00 p.m. on **Wednesday, April 17, 2019, in one of the following ways:**

- **In Person:** 585 Pt. Brown Ave. NW, Ocean Shores, WA
- **By Mail:** P.O. Box 909, Ocean Shores, WA 98569
- **By Email:** dasmith@osgov.com

Equal Opportunity Employer