



CLASS SPECIFICATION

Class Title: Events Worker
Department: Events Center
FLSA: Non-exempt

Class Code: 1090
Grade: 5
Eff. Date: 04/17/2014
Revised: 12/08/2021

GENERAL PURPOSE

Under general supervision of an administrative supervisor, performs semi-skilled work in preparing for events and maintaining Events Center facilities and grounds.

EXAMPLE OF DUTIES

Assists with preparing the buildings and grounds of the Legacy Events Center for a variety of events; assists with event set-up/take-down including setting up tables, chairs, and other furniture or equipment.

Interacts with customers regularly and provides excellent customer service. Responds to customers' requests to ensure event set-up is correct and all provided equipment is functioning properly.

Performs basic landscape maintenance including weeding, mowing, and trimming. Trims overgrown/obstructive branches and promptly removes all cuttings and debris.

Checks for and immediately removes garbage and debris from the outdoor areas including the lawn, parking lot, and other common areas; performs other custodial work during and after events.

Operates hand and power equipment/tools used to maintain buildings and grounds.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

This is an entry level position. Related work experience is preferred but not required.

2. Special Qualifications:

Must be at least eighteen (18) years old.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: event set-up/take-down; landscape maintenance; appropriate safety practices and techniques.

Skill in: operating grounds maintenance tools and equipment including large gas-powered mowers, equipment and tools: the use of computer hardware and email, internet and basic software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: read and understand instructions on the use of chemicals and fertilizers; operate a variety of grounds maintenance equipment including riding mowers, push mowers, trimmers, edgers, and snow blowers; follow written and oral instructions; communicate effectively with others; work with a diverse customer base and consistently provide positive customer service; establish and maintain effective working relationships with supervisors, other employees and the general public.

WORKING CONDITIONS

Work a flexible schedule as assigned, including evenings, weekends, and holidays; work around and apply fertilizer chemicals; lift, carry, and otherwise move objects weighting up to 50 lbs.; work in inclement weather conditions (including heat and cold); perform physical labor that requires frequent walking, bending, squatting, lifting, stooping, kneeling; work around animals and animal matter; work in a dusty environment; work in conditions that include excessive noise and vibration.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***