

City of Gatlinburg

Event Service Crew Leader Position Vacancy Information and Requirements

The City of Gatlinburg Convention Center is accepting applications for an Event Service Crew Leader, Grade 7. Upon, a conditional offer of employment, the candidate must successfully pass a physical examination by a licensed physician and successfully pass a drug screen.

JOB PURPOSE:

Performs intermediate semi-skilled work, supervising and assisting with the maintenance and cleaning of the Convention Center, and preparing of various events and activities.

ESSENTIAL FUNCTIONS:

Implements the daily and weekly schedules of events and activates to coordinates the set-up, take down, re-set and storage of event equipment including audio-visual equipment. Coordinates and supervises the maintenance work of Event Service Workers including operation of high-lifts and forklifts.

QUALIFICATIONS:

Graduation from an accredited high school (or GED program) supplemented with additional training in computer hardware components and software applications; thorough experience working with cleaning equipment and supplies; considerable experience working with the public. Night and weekend work will be required.

SPECIAL REQUIREMENTS:

Possession of an appropriate TN driver's license and the possession of, or the ability to obtain through "in-house" training, an OSHA forklift certification.

SALARY AND BENEFITS:

The current starting pay for an Event Service Crew Leader is \$31,690.

The City currently provides the following 100% City-paid employee benefits: United Healthcare medical insurance, dental insurance, \$20,000 life insurance policy, long-term disability insurance, longevity pay, vacation leave, sick leave, 11 paid holidays, and bereavement leave.

Complete and return the application, position is open until filled.

Resumes may be included as a supplement to the application but NOT as a substitute. For some jobs, copies of diplomas, transcripts, or certifications may be required. The need for this documentation will be specified in the job announcement or as supplemental materials in the application.

Applications cannot be faxed.

Additional information may be obtained by calling Human Resources at (865) 436-1414.

The City of Gatlinburg does not discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Event Service Crew Leader

Nature of Work

This is intermediate semiskilled and some skilled work supervising and assisting with the maintenance and cleaning of the convention center and preparing for various events and activities. Activities associated with the job include supervising the removal of trash and other debris from common areas and meeting facilities, supervising the cleaning and stocking of bathrooms, cleaning of common areas and hallways and ensuring the maintenance of an adequate supply of cleaning supplies and materials. Additional activities include overseeing and assisting with setting up tables, chairs, steps, stages, backdrops, podiums and related equipment in preparation for scheduled events, supervising the cleaning of windows and doors, vacuuming carpeted areas, dusting surfaces and performing minor maintenance duties. The incumbent is also responsible for coordinating and assisting with setting up and removing audio visual equipment including laptops, projectors, and sound systems and operating forklifts, hi-lifts and related equipment. Job duties require considerable experience working with cleaning supplies and materials, considerable knowledge of industrial cleaning practices, ability to interact successfully with co-workers and the public, supervisory experience, ability to ensure the completion of daily assignments in a timely and thorough manner, considerable knowledge of audio visual equipment and the ability to ensure adherence to established policies, procedures and schedules. Job performance is evaluated by the Assistant Building Manager through review of the general cleanliness and overall appearance of the convention center, ability to interact effectively with co-workers, clientele and the public, amount of support and assistance provided for arranging meeting facilities, ability to effectively supervise and direct the activities of support personnel, ability to safely operate forklifts and related equipment and adherence to established policies, procedures and schedules.

Illustrative Examples of Work

- Receives daily and weekly schedules of events and activities and coordinates the activities of assigned staff to ensure the proper set up for all events and activities.
- Supervises and assists with setting up and arranging meeting facilities including audiovisual equipment.
- Oversees and assists with operating forklifts, hi-lifts and related equipment to move large quantities of chairs, tables, podiums, stage equipment, etc.
- Supervises the sweeping, vacuuming, and/or mopping of offices, bathrooms, hallways, restrooms and common areas on a daily basis.
- Ensures that trash cans are emptied and debris is removed from common areas, meeting facilities and grounds in accordance with established schedules.
- Supervises the dusting and cleaning of counter tops, windowsills, tables and other surfaces as needed.
- Supervises and assists with cleaning up spills in the event of unexpected accidents.

- Supervises and assists with the cleaning and sanitation of bathroom sinks, commodes and water fountains on a daily basis.
- Supervises and assists with vacuuming carpeted rooms and common areas according to established schedules.
- Ensures that an adequate inventory of cleaning equipment and supplies is maintained at all times and bathrooms and closets are stocked with needed supplies, equipment and materials.
- Supervises and assists with moving furniture and stripping and waxing floors as needed.
- Supervises and assists with the cleaning of windows, mirrors, and walls when necessary.
- Interacts with co-workers, vendors, clientele and the public to provide general information and assistance.
- Oversees and assists with grounds maintenance activities and snow and ice removal when required.
- Supervises and assists with setting up tables, chairs, steps, stages, backdrops, podiums and related equipment in preparation for scheduled events when required.
- Supervises and assists with taking down and stores tables, chairs, steps, stages, etc. at the conclusion of scheduled events.
- Assists with providing general security of the convention center after hours.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional training in computer hardware components and software applications; thorough experience working with cleaning equipment and supplies, considerable experience working with the public; sufficient physical strength and agility to perform the physically demanding aspects of the job; considerable knowledge of meeting facilities arrangements and the set up of audio visual equipment; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of the set up and operation of audio visual equipment utilized for making public presentations including laptops, projectors, sound systems, lighting equipment, etc.
- Thorough knowledge of the safety rules and procedures associated with the use of forklifts, hi-lifts and related equipment.
- Thorough knowledge of safety procedures involved with cleaning supplies and precautions pertaining to the proper handling and disposal of cleaning chemicals (includes Material Safety Data Sheets).
- Thorough knowledge of cleaning materials, equipment, supplies and materials used in an institutional and/or commercial setting.
- Thorough knowledge of floor maintenance practices and methods including the stripping and waxing of various types of floor surfaces including wood, linoleum tile and marble.
- Thorough knowledge of meeting facility set ups and arrangements for a variety of functions and activities.
- Considerable knowledge of routine maintenance procedures involving public meeting facilities.
- Knowledge of effective supervisory techniques and practices including the selection, evaluation,

motivation, and discipline and/or discharge of staff.

- Knowledge of building and fire codes applicable to the convention center operations.
- Ability to effectively supervise, coordinate and direct the activities of assigned staff.
- Ability to set up and operate audio visual equipment including laptops, projectors, sound systems and lighting equipment.
- Ability to plan and organize daily and weekly activities to complete established work assignments in a timely and thorough manner and assist other staff when needed.
- Ability to react to emergency or unexpected events in a prompt and responsive manner.
- Ability to determine the overall cleanliness and sanitation of public facilities and address any identified deficiencies.
- Ability to ensure that staff consistently adhere to established operating policies, procedures and schedules.
- Ability to interact successfully with co-workers, vendors and the public.
- Ability to work a flexible schedule.
- Skill in the operation of floor maintenance equipment including dust mops, vacuum cleaners and buffers.
- Skill in the use and operation of forklifts, hi-lifts and related equipment.

Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.
- Possession of an OSHA forklift certification.

Gatlinburg Tennessee
FLSA – Non - Exempt
06/30/2006

Revised 7/25/2012