Convention Center Authority

Position Title:

Convention Center Set Up Staff

			Indicate Employee Type
Position #:	07000	Exempt	 Administration
		Non-Exempt	 Sales/Marketing
Salary Grade:	CA0100		Event & Facility Operations
			 Event Services
Effective Date:	3/1/2010	Full-Time	O Communications
		Part-Time	 Building Services
Revision Date:	7/9/2014	□ Seasonal	Facility Services
			O Safety

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of Facility Services Supervisor, leads temporary labor and participates in event set-up/dismantling; participates in general maintenance labor in connection to building maintenance, including sweeping, mopping, washing walls and windows, cleaning rest rooms, emptying trash containers, etc.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

	RESPONSIBILITIES/DUTIES
1.	Event Set Up
2.	Building Maintenance Clean Up
3.	Perform assigned duties as required
4.	
5.	
6.	
7.	
8.	
9.	
10.	

		Job Evaluation Factors (C	heck all that app	ly)		
Formal Education	7	H.S. Diploma or GED preferred		Bachelor's De	gree preferred	
(Minimum Required)		Vocational or Technical School required	\checkmark	Education/Exp	perience Equivalent	
		Associate's Degree preferred		Other:		
Minimum		None Other:	Impact		Contributory	
Experience	\checkmark	One to three years (semi skilled labor)	On		Direct	
(Minimum Required)		Three to five years	Budget		Other:	
Decision Making	\checkmark	Little independent judgment required				
(level of direction & supervision)	~	Judgment/discretion to make independent decision	s within guidelines	3		
		Establish Policy & Procedures				
		Other:				
Problem Solving	7	By reporting and/or talking to supervisor				
(Typical level encountered over extensive period of time)	~	Choices defined in standard work procedures/polici	es			
	\checkmark	Methods chosen before in similar situations				
		Identification and analysis of diverse problems				
		Complex, varied and only mildly related to those se	en before			
		Requires understanding/evaluation of impact upon				
		Other:				

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