



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### **FACILITY & EVENT SPECIALIST**

#### **GENERAL PURPOSE**

Under general supervision performs a variety of duties including overseeing the operations of the Community Center and other recreational facilities during rentals, events and programs as well as assisting with planning and oversight of community events.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Parks and Recreation Supervisor/Manager and/or the Parks and Recreation Director.

#### **SUPERVISION EXERCISED**

May exercise supervision over part time employees and/or contractors.

#### **DISTINGUISHING CHARACTERISTICS**

This Full Time position assists with the planning, implementation and oversight of Community Events for the Parks and Recreation Department in collaboration with other Parks and Recreation team members. The Facility and Event Specialist also oversees the Community Center and other recreational facilities during private and public events, meetings and programs. This position will require flexible scheduling that will include nights and weekends.

#### **EXAMPLES OF DUTIES**

Duties can include but are not limited to the following:

- Lead and assist with the set up and break down of activity and event spaces.
- Supervise activities and events which includes upholding rules and regulations of the facility and specifics pertaining to rental agreements for private events.
- Cleaning, organization and maintenance of recreation facilities including restrooms, trash, recycling and minor building maintenance needs as assigned.
- Providing excellent customer service to all.
- Maintaining accurate records and logs.
- Ensuring the facility and its visitors are safe and secure at all times.
- Calmly handling issues that may arise include building malfunctions, medical emergencies and difficult guests.
- Exercising positive supervision of part time employees and contractors as assigned.
- Assisting with the planning and implementation of community events for the Town of Yountville including Holiday, Arts and other events as assigned.

## **PERIPHERAL DUTIES**

Establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and storage areas; Performs all duties in conformance to appropriate safety and security standards; Operates a personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines; May perform related custodial duties for Town facilities; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

### **Necessary Knowledge, Skills and Abilities:**

Ability to speak, read and write the English language; A firm understanding of standard safety practices and of the use of materials and equipment used in facilities such as tools, custodial products, furniture, sports equipment, audio visual equipment; The ability to work independently and complete daily activities according to work schedule; Ability to lift up to 50 pounds, walk and stand for long periods of time and perform strenuous physical labor under sometimes adverse conditions; Ability to establish effective working relationships with employees, supervisors, contractors and the public; Ability to be creative when assisting with the planning and implementation of events.

## **LICENSES/CERTIFICATES**

- A Valid California Class C driver's license.
- CPR and First Aid Certification within 30 days of employment.
- Submission and positive results of Livescan fingerprinting and background check.
- Completion of State Mandated Supervisory and Harassment Training

## **TOOLS AND EQUIPMENT USED**

Town vehicle; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment. Small hand tools. Chair dollies and table racks. Audio Visual Equipment. Computers, printers, phones and other office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear; the employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions; while performing the duties of this job. The noise level in the work environment can occasionally be loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position; The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: /s/ Steven R Rogers, Town Manager

Revision History:

Version1

Effective Date:

5/7/19