

OPERATIONS STAFF MEMBER

Classified: Non-Exempt, Hourly, Part-Time

Reports to: Operations Coordinator | Director of Operations

Pay Range: \$17.50 per hour



CLARK COUNTY
EVENT CENTER
at the Fairgrounds

JOB PURPOSE AND SUMMARY

This position is hired by the Fairgrounds Site Management Group (FSMG) at the Clark County Event Center at the Fairgrounds. Under the direction of and reporting to the Event Operations Coordinator, the Event Operations Staff member is an hourly, full-time, non-exempt position responsible for:

- Assisting in the operation, maintenance, customer service, and janitorial needs for the Clark County Event Center & Fairgrounds.
- Preparing buildings and grounds for events.
- Cleaning and repairing buildings and grounds after events.
- Providing support during events, as well as providing janitorial services throughout the year.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Set up for events with tables, chairs, portable walls, and pipe and drape according to what is required on an Event Service Order (ESO).
- Clean and sanitize restrooms before, during and after events.
- Dispose of trash and mixed recycling throughout the grounds.
- Clean equestrian stalls after events.
- Set up directional signage for events.
- Ensure buildings and gates are locked prior to leaving during normal business hours and at the end of events.
- Install or move portable livestock equipment including corral panels and gates, equine stalls, tents, etc.
- Ensure the Clark County Event Center at the Fairgrounds is safe for all occupants at an awareness level with ability to report deficiencies immediately for evaluation and repair.
- Perform janitorial services as needed throughout the Clark County Event Center at the Fairgrounds. This includes the use of chemical cleaners, disinfectants and deodorizers.
- Gather, maintain, and inventory tools and supplies to be used at the work site and report to immediate supervisor any broken or missing tools or equipment.
- Operate machinery and equipment used to perform preparation of grounds and buildings in support of events, to include tractors, sweepers, scrubbers, pick-up trucks, sport utility vehicles, water trucks, personnel lifts, forklifts and any other equipment needed in support of events as directed.
- Recognize and report any maintenance needs to the Director of Operations for evaluation and repair.

- Respond to requests from Event Manager, Event Operations Coordinator, or Director of Operations for support and assistance on major repairs and projects as directed.
- Perform related maintenance support tasks as requested and as necessary.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.
- Ability to work flexible schedules, extended hours, evenings, weekends, and holidays to match event schedules and needs.
- Excellent teamwork and communication skills with proven record working with a wide variety of people in different situations.
- During the Clark County Fair, maintain the ability to work for at least 10 days in a row from Fair opening hours to closing.
- Ability to work independently with minimal direct supervision.
- Ability to set priorities, make critical decisions and respond quickly to requests.
- Ability to multi-task and balance priorities.
- Possession of a valid driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed both indoors and outdoors at the Clark County Event Center at the Fairgrounds. Event Operations Staff Members must be able to work nights and weekends.

This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The position requires continuous and/or frequent talking, repetitive motions of hand/wrist, hearing, and handling. Mental activities are required by the employee in this position include decision making, interpersonal skills, teamwork, customer service, and use of discretion, problem solving, and the ability to read, write, speak, and understand English. Required physical activities can include frequent and repetitive motions of hands and wrists, sitting, standing, walking, and lifting, pushing, pulling, and carrying objects up to 50 pounds. The work may require working at heights up to 40 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment varies and may be loud during certain events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WAIVER

FSMG reserves the right to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The FSMG is a private, not-for-profit organization. FSMG practices nondiscriminatory treatment at all times in all respects to all persons without regard to race, color, religion, sex, age, sexual orientation, physical handicap, national origin or any other protected class as identified by law.