HIRING WAGE: $15.00 - $16.72 PER HOUR

STATUS: Full-Time with Benefits

CLOSING DATE: UNTIL FILLED

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Primary point of contact for clients and customers during all events at the Barber Park Education and Event Center, promotes good visitor relations, provides vendor support, and performs facility and grounds maintenance and repair.

DISTINGUISHING FEATURES OF THE CLASS
Performs routine, moderately complex work under general supervision and according to pre-defined guidelines.

ESSENTIAL FUNCTIONS
• Schedules, leads, and implements all janitorial, maintenance, and repair activities to ensure the Education and Event Center facility, fixtures, lighting, floors, appliances, grounds, patio, and associated areas are in good working order and that all access and gathering areas are free of debris/snow/leaf litter/etc. in preparation for all booked events;
• Assembles, repairs, and paints furniture as necessary and places all facility furnishings including tables and chairs according to client specifications prior to events;
• Performs basic carpentry, electrical, and plumbing work according to all safety standards and procedures;
• Prepares all job layout work and site preparation;
• Maintains an inventory of supplies and equipment necessary for the proper functioning of the facility;
• Safely operates a backhoe, forklift, dump truck, riding mower, utility vehicle, and various equipment in the performance of duties;
• Assists Booking Coordinator as needed to facilitate smooth customer transition from event booking to event;
• Serves as attendant on duty for most booked events and acts as the primary point of contact for clients and customers during events;
• Communicates and assists with the set up and organization of scheduled security staff, designated alcohol vendor, and other event staff as needed before and during events;
• Reviews and enforces rules and regulations of the Event Center with all clients;
• Answers questions and addresses concerns over the phone or in person during events;
• Coordinates with others to resolve conflicts;
• Conducts closing meeting and completes facility checklist with clients at the conclusion of each event;
• Assists with parking of public vehicles as necessary during events.

**ADDITIONAL FUNCTIONS**

• Performs related functions as required

**JOB REQUIREMENTS**

• High School Diploma or equivalent;
• At least 3 years of experience as an Event Attendant or Facility Manager;
• At least 3 years of experience with customer service and special events;
• Knowledge and experience with basic carpentry, painting, electrical, and plumbing repair;
• Experience with repair and maintenance of modern office equipment;
• Experience and ability to safely operate a backhoe, forklift, dump truck, rider mower, and utility vehicle;
• Knowledge of business English grammar, spelling and punctuation;
• Skill solving problems;
• Ability to organize and schedule work safely and efficiently;
• Ability to interpret and apply rules and guidelines;
• Ability to communicate effectively verbally and in writing;
• Ability to perform a wide variety of event tasks with accuracy and speed under the pressure of time sensitive deadlines in a public setting;
• Ability to demonstrate a professional demeanor and the ability to interact with others with discretion and tact;
• Ability to maintain effective working relationships.

**OTHER REQUIREMENTS**

• Incumbent must possess and maintain a valid Idaho Driver’s license;
• Must possess CPR, First Aid, and AED certifications or be able to obtain within 12 months of hire;
• The incumbent will work a non-standard workweek that will include weekends, holidays, and evenings until 11:00 pm or later;
• The incumbent may experience fluctuations to their work schedule in order to accommodate events.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

• The incumbent will be required to work in various settings including event center, professional networking events, office and park grounds in variable weather conditions including extreme heat/cold, snow, rain, and wind;
• The incumbent is required to move furniture and may be required to lift up to 50 pounds;
• Duties may require the incumbent to stand, stoop, bend, kneel, climb, and move heavy and/or bulky items, and work in uncomfortable conditions;
• Requires sufficient personal mobility and physical reflexes to permit the employee to accomplish assigned tasks and function effectively in various environments.