

JOB TITLE: **EVENT SET-UP TECHNICIAN**DEPARTMENT: **COMMUNITY AFFAIRS**JOB CLASS NUMBER: **6532**DIVISION: **CIVIC CENTER**REVISION DATE: **9.27.2023**
Acceptance - Department Head**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

The Event Set-up Technician performs semi-skilled and unskilled manual work in maintenance and changeover activities. Duties are routine, requiring some degree of independent judgment in making minor decisions. Duties are heavy in nature, requiring considerable physical activity, lifting more than 30-40lbs, are performed under occasional hazardous conditions, and require normal attention to prevent errors. Employees are required to work unusual hours or split shifts during a busy season. With direction from the Director, the Event Set-up Technician works under direct supervision of the Facility Maintenance Foreman.

EXAMPLES OF DUTIES:

- Performs as a semi-skilled craft worker in repair and maintenance of buildings, structures and assigned grounds
- Participates in setting up and taking down of flooring, portable chairs, track walls, bleachers, barricades, staging, tables and other special equipment for each scheduled activity
- Performs all types of cleanup work
- Assists in the set-up and operation of miscellaneous A/V equipment for a variety of events (podiums, microphones, projectors, etc.)
- Operates forklift, industrial vacuum, floor scrubbing equipment, power saws, power drills, power blowers and miscellaneous tools and equipment
- Prepares open/closed reports and other forms as required
- Follows the Louisiana Governmental Code of Ethics for public servants
- Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.

TRAINING AND EXPERIENCE:

- High School Diploma and /or GED.
- At least one-year experience in custodial or similar type of work involving set-ups or take-downs for auditoriums, convention centers or similar settings for shows, sporting events or other scheduled activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common tools and equipment normally used in the carpentry, custodial and warehousing trades
- Knowledge in the methods, tools, equipment and materials normally used in the maintenance of changeover activities

- *Able to perform semi-skilled tasks independently and occasionally provides lead supervision to a small group of part-time unskilled workers*
- *Able to get along with others*
- *Performs heavy manual labor for extended periods and operates tools and equipment used in public assembly-type facilities*
- *Able to work odd or unusual hours, split shifts or on holidays in preparing for or cleaning up after scheduled events*
- *Good physical condition and health with no significant impairment of vision, arms, legs, and no history of back or heart ailments.*

PHYSICAL REQUIREMENTS:

- *Sees well enough to read standard text; hears and speaks well enough to converse on the phone and two-way radio*
- *Enough physical mobility to complete basic welding and carpentry tasks*
- *Able to climb stairs and ladders*
- *Enough manual dexterity to use screwdrivers, saws, hammers, pliers*
- *Enough strength to pull cart carrying staging, tables, flooring equipment.*

LICENSES AND CERTIFICATES:

Valid Driver's License

INTERNAL POSTING PERIOD: 3/12 - 3/26/24
Position posting goes public after 10th day.