

 **City of Pendleton**

 **Job Description**

 **PCC Utility Worker**

|  |  |
| --- | --- |
| **Department**: Pendleton Convention Center   | **FLSA**: Non Exempt |
| **Reports to**: PCC Director | **Representation**: SEIU |
| **Pay Range**: 12  | **Date**: July, 2017 |

**GENERAL POSITION SUMMARY:**

Performs a variety of tasks associated with the operation of a convention center including: room preparation, including setting up, taking down and arranging tables and chairs, installing room dividers, partitions, assembling platforms or risers; light maintenance; set up and take down of audio visual equipment and associated computers; custodial work; and assisting customers with their event needs.

**DUTIES AND RESPONSIBILITIES:**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** (*list those tasks that HAVE TO BE DONE to accomplish the Job Purpose*)

1. Assisting customers with their audio visual equipment requirements, including: set up and connection of microphones, remote receivers, amplifiers, speakers, laptop and desk top computers, LCD projectors and CD players.

2. Provide customer assistance by responding to questions, offering and providing help, such as making changes to room arrangements and generally providing the support necessary to facilitate a positive experience for clients, vendors and visitors to the convention center.

3. Performs light maintenance to repair convention center furniture and accomplish minor repairs to the facility caused by damage from the various events. Uses tools such as power drills, saws, and other hand tools to affect repairs.

4. Operates equipment and machinery such as floor scrubbers, floor buffers and vacuum cleaners to maintain the convention center facilities in optimal condition.

5. Operates a fork lift and/or Genie lift to move and position large sections of staging and room dividers; load and unload pallets of supplies, etc.

6. Stacks and unstacks chairs from dollies, stacks and moves tables and stage panels.

7. Performs custodial work including cleaning restrooms, vacuum carpets, dust mop, scrub and wax hard floor surfaces, clean windows, empty waste receptacles both in and outside the convention center, and shovel snow from sidewalks.

**IMPORTANT FUNCTIONS:** (*list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks*)

1. Operate a computer for training purposes as well as fill out forms, order supplies, and monitor and regulate the HVAC systems.

2. Attends meetings and various training seminars or conferences as needed.

3. Responds to public inquiries.

4. Performs other duties within classification specifications as assigned.

**DISTINGUISHING CHARACTERISTICS:** (*what separates this job from others in the series?*)

Not in a series.

**JOB SPECIFICATIONS:** (*Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered*.)

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is preferred but not required. Must have sufficient education to be able to read, understand and follow verbal or written directions.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[x]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Experience in maintenance and custodial work required; demonstrated knowledge and experience with audio/visual equipment preferred.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3**. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, tools, materials and equipment used in general maintenance and custodial work.
2. General mechanical aptitude and ability to perform manual tasks without supervision.
3. Knowledge of safety standards, practices and procedures applicable to area of assignment.
4. Ability to read and understand simple oral and written instructions in English.
5. Able to work flexible hours, any day of the week, as required.
6. Ability to work independently.
7. Ability to operate light equipment and power tools.
8. Ability to work as a team member.
9. Ability to keep simple records and make reports.
10. Knowledge of audio/visual equipment and ability to operate computers
11. Ability to work well with the public

1. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc., attend meetings, training, etc.
2. Ability to establish and maintain effective working relationships.
3. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
4. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[ ]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Variety of hand tools as well as power tools such as drills, saws, etc. used in performing maintenance and repair tasks, forklift, Genie lift.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position may provide lead worker direction to temporary or contract employees.
3. This position reports to the Convention Center Manager. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[ ]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[x]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[x]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe) with power tools and hazardous cleaning chemicals.

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday however persons in this classification regularly work evenings and weekends. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[x]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: December, 2009

Revised: July, 2017

Revised: August, 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.