



Lead Expo Grounds Worker

Class code: 491

Employee Group: SEIU

Salary Range: 16

I. Position Summary

Under general direction, to perform general manual tasks related to the set-up and tear-down of events; to perform related duties as required.

II. Distinguishing Features

This is the advanced level classification in the Expo Grounds Worker Series. This class is distinguished from the intermediate level in the responsibility to serve as a lead worker and exercise technical and functional supervision over lower level positions as well as in the greater complexity of the work performed. This classification requires advanced level skills in a variety of areas such as event planning, grounds keeping, landscaping, construction, maintenance and equipment operation. Incumbents work under general direction of a supervisor but often do not work in proximity to his/her supervisor. Incumbents are expected to be able to perform the full range of assigned duties in a fully proficient manner under a relatively short period of time. Events are generally specific and involve community interaction.

III. Examples of Essential Position Duties

- Serves as a lead person and exercises technical and functional supervision over lower level positions and volunteers.
- Develop specifications and cost estimates for individual events.
- Sets up, disassembles and moves temporary structures, furniture, props, equipment, etc., for events.
- Schedules and oversees the work of contractors and work crews, ensuring compliance with established contract specifications, schedules and safety regulations.
- Coordinate temporary help and/or volunteers as needed.
- Report any building/facility maintenance needs to Facility Maintenance.
- Provides assistance to facility users and renters.
- Operates and maintains a variety of hand and power tools and equipment.
- Operates tractors, dump trucks, water trucks, fork lifts, man lifts, as well as other small equipment.
- Moves and secures equipment on trailers; fuels and cleans equipment; services machinery; restocks vehicles with needed supplies.
- Performs basic landscaping and grounds maintenance duties.
- Picks up and deliver supplies.
- May assist other trades in minor construction, repair and maintenance of buildings, facilities, grounds and parking lots.
- Maintains a clean, safe and orderly work place.
- Works irregular shifts and responds to after-hours emergency calls as required.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective and positive working relationships with other staff, public officials, the general public and representatives of other agencies.

- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires general knowledge of facility events coordination including set-up, organization and follow through; methods, practices, tools and materials used in grounds keeping, landscaping, construction, maintenance and equipment operation; knowledge of the hazards and practice of safety on the job. Position requires knowledge of the operation of a large public facility. Position requires the ability to plan, schedule and oversee work assignments, provide effective leadership and oversight of subordinate crew members; develop specifications for projects and events; perform duties under tight deadlines and /or in emergency situations; use independent judgement in performing routine and non-routine tasks. Position requires ability to perform strenuous or heavy manual work, sometimes in adverse weather conditions; use basic mathematics to perform related tasks; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work; be a self-starter and team player; be tactful with internal and external customers; demonstrate excellent organizational and troubleshooting skills; schedule and prioritize work when presented with multiple tasks; be detailed oriented; work calmly with others under adverse circumstances; use a variety of equipment, tools and office machines including a computer and a calculator; and demonstrate basic computer skills.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A high school diploma or equivalent supplemented by two years of work related experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of a current Oregon Driver's License and an acceptable driving record. Possession of Forklift Operator Certification within six months of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to exert a considerable amount of force to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in performance of assigned duties; operate a variety of tools, equipment and vehicles used in performance of daily tasks; perform assigned work in a safe manner; lift and carry up to 75 pounds; think and act quickly in emergencies; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others; ability to drive; may be subject to uncomfortable working conditions including exposure to noise, heat, cold or humidity.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise,

dust, hot oil, asphalt, chemicals, traffic hazards, biohazards, noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Rev. 4/18