

City of San Jose

EXHIBIT DESIGNER/BUILDER (6119)

CLASS PURPOSE

Under general supervision, designs, constructs, installs, and maintains displays, exhibits, rides, attractions and special projects. Incumbent also supervises maintenance personnel, recreation leaders and volunteers engaged in the construction, restoration and maintenance of displays, exhibits, rides, attractions, and special projects within the Recreation, Parks and Community Services department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Designs, constructs, assembles, installs, and maintains rides, attractions, exhibits, displays and special projects.

Plans specific exhibits, attractions and displays, prepares sketches, renderings, models and drafts working drawings.

Supervises and assists recreation leaders, maintenance personnel and volunteers in the construction, maintenance, and repair of Recreation, Parks and Community Services department rides, attractions, exhibits and displays.

Estimates and keeps records of the cost of carpentry, exhibits and displays; specifies and orders required materials and supplies.

Keeps records of material expended.

Makes work assignments, inspects work done, and gives instructions and training to personnel.

Participates in repair and maintenance works as required.

Coordinates work with General Services department, Recreation, Parks and Community Services maintenance department, and other agencies.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to a Park Manager or equivalent position. This position is skilled in art and craft work in designing, building and maintaining rides, attractions, exhibits and displays for the City of San Jose Recreation, Parks and Community Services department. An employee of this class normally works without close supervision and must rely extensively on their own creative judgement and ability in the performance of assigned duties. The incumbent is involved in public relations with various boards, organizations and service clubs. The incumbent is required to make formal presentations of projects to various groups.

## QUALIFICATIONS

### Minimum Knowledges, Skills and Abilities

Knowledge of the methods, tools and materials of the carpentry trade and the basic practices and tools used in carpentry, masonry, electrical, painting, sculpturing, metal work and decorating.

Knowledge of pertinent health, fire and safety regulations relating to the building trades.

Ability to supervise and maintain effective public relations with skilled, semi-skilled and volunteer workers.

Ability to maintain inventory and usage records of supplies and materials.

Ability to be innovative in the creation and design of exhibits, displays and attractions.

Competency Knowledges, Skills and Abilities

Knowledge of principles and practices of supervision.

Knowledge of basic accounting and budgeting.

Knowledge of organizations providing volunteer services to community projects.

Ability to use small hand and power tools and welding equipment.

Ability to create and design exhibits utilizing effective color schemes and other principles of design and decoration.

Ability to prepare and interpret sketches, shop drawings, plans and specifications and to follow verbal and written directions.

Ability to interpret blueprints and specifications.

Training and Experience

Any combination of training and experience equivalent to completion of a four (4) year college degree from an accredited college or university with a major in Technical Theatre or a closely related field, plus two (2) years of experience in coordinating events similar in nature and scope to those performed by the City of San Jose Recreation, Parks and Community Services department. There may be no substitution of education for the required experience.

License/Certificates

Possession of a valid California Driver's license.

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