

City of San José

SENIOR FACILITY ATTENDANT (3233)CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in leading employees in a variety of custodial, set-up, and maintenance work in preparation for events of the Conventions, Arts, and Entertainment 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.)

- Leads and performs custodial work such as sweeping, scrubbing, stripping, and waxing floors; vacuuming; dusting; washing windows; and related duties.
- Leads and performs the setting-up of equipment and platforms for sporting events.
- Leads and performs the arranging of chairs, tables, and other furniture for banquets and other events according to arrangement charts, plans, and oral instructions.
- Leads and performs in the setting-up of a stage for productions according to specified plans.
- Leads and performs in "fly work."
- Leads and performs the positioning of stage shells, props, drop curtains, and other stage equipment.
- Leads and performs the setting-up of public address systems and sound systems.
- Leads and performs the setting-up of lighting systems.
- Leads and performs the setting-up of electrical outlet systems.
- Leads and performs the setting-up of booths and exhibits.
- Leads and performs the making of minor repairs to equipment, furniture, plumbing fixtures, electrical outlets, and other objects.
- Assigns specific tasks to individual and crews of Facility Attendants.
- Trains Facility Attendants.
- Reviews work completion of Facility Attendants.
- Completes requisitions and work order forms.
- Consults with Events Coordinators and Promoters on set-up requirements.
- May be required to perform shift work.

DISTINGUISHING CHARACTERISTICS

This class has the responsibility of lead direction to Facility Attendants. This class differs from that of Facility Crew Supervisor in that the latter is responsible for the performance of large numbers of personnel in a major facility or facilities.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of training and supervisory techniques.
- Knowledge of public address systems.
- Knowledge of sound systems.
- Knowledge of lighting systems used in various events, exhibits, and productions.
- Knowledge of safety rules, practices, and precautions in theatrical work.
- Ability to follow oral and written instructions.
- Ability to follow directions given in arrangement charts and written set-up specifications.
- Ability to perform minor repairs on equipment, electrical outlets, furniture, plumbing fixtures, and other objects.
- Ability to train and lead others in facility set-up and custodial work.

Competency Knowledge, Skills, and Abilities

- Ability to set priorities for work completion.
- Ability to determine manpower necessary for set-up of events, exhibits, and productions.
- Ability to prepare written reports.
- Ability to complete requisition and work order forms.

Education

Completion of high school or GED.

Experience

Two years of experience in a variety of custodial, set-up, and minor maintenance work in preparing for events at a large cultural, convention, or entertainment facility.

Acceptable Substitutions

None.