



## *City of Humble* **Employment Opportunity CC-05062021-PTCCOPS**

<b>POSTED:</b>	May 06, 2021	<b>OPEN UNTIL:</b>	Filled
<b>JOB TITLE:</b>	Civic Center Operations	<b>FLSA STATUS:</b>	Non-exempt
<b>STATUS:</b>	<b>Part Time</b>	<b>DEPARTMENT:</b>	Civic Center
<b>REPORTS TO:</b>	Operations Manager	<b>LOCATION:</b>	8233 Will Clayton Pkwy
<b>WORK HOURS:</b>	Less than 29 hours per week and Less than 999 hours per year	<b>ESSENTIAL*:</b>	No

**POSITION SUMMARY:** Maintain highest standards of Customer Service and hospitality. Performs assigned duties related to the set up and break down of events held at the Civic Center and 4 other City facilities. Individual will also be required to perform basic building and/or grounds maintenance. Individual selected for this position must have the ability to present a positive image to the public at all times. Must be able to work a flexible schedule.

### **Duties and Responsibilities:**

- Responsible for opening and closing buildings as assigned.
- Learn and maintain a thorough knowledge of emergency and security systems and procedures.
- Ensure event setups are done on time and according to the customer's request, layout and expectations.
- Review the customer requests and check all associated areas/equipment to ensure proper working order and conditions.
- Perform the setup and break down for events held at Civic Center and all other City managed facilities as assigned.
- Learn and maintain a thorough working knowledge of audio/visual/lighting equipment.
- Inform management and assist in resolving any guest or systems related concerns or problems.
- Coach, counsel, oversee and train part-time associates to ensure that all work is handled correctly.
- Maintain all equipment in proper working order.
- Perform preventative and predictive maintenance on buildings and facilities.
- Perform routine general maintenance and minor repairs to grounds, buildings and facilities such as carpentry, painting, plumbing, HVAC, changing filters/belts, pressure washing, etc.
- Advise Operations Manager of any required major repairs or replacements.
- Ensure the general safety, security and protection of facilities and equipment.
- Operate forklift or other machinery as required.
- Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- General maintenance and mechanical skills
- Knowledge of basic business etiquette and protocol
- Ability to effectively resolve customer concerns and problems
- Ability to work well with a team or individually
- Dependability with a proven work record of attendance
- Honesty, integrity and trustworthiness
- Strong time management skills
- Excellent Customer Service focus and skills
- Flexibility
- Ability to read and interpret layouts and drawings
- Ability to follow instructions as provided
- Positive attitude
- Pride in work quality

**Physical Demands/Working Conditions:**

- Tasks require walking, sitting, standing, some lifting and carrying objects up to 50 lbs. on occasion.
- Hand-eye coordination and manipulative skills to use hand tools and operate office equipment.
- May also have to reach, stretch, climb, squat or bend.
- Work environment includes both inside facilities and outdoors
- May be working in inclement weather and/or severe temperature ranges

**Minimum Requirements:**

- High School Diploma or equivalent
- Must be able to pass background investigation, physical/PAT and drug screen
- Experience in event set up and planning desired
- Ability to read basic safety directions and Material Safety Data Sheets (MSDS)
- Valid Texas drivers' license

**Essential Position:**

*\* This is not a position that is essential to the provision of emergency services during and/or following a disaster.*

The statements contained in this job posting reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

***Resumes are not accepted in lieu of an application.*** Applications may be downloaded from the City website at [www.cityofhumble.com](http://www.cityofhumble.com) , under Links select Employment. Once the application is completed it should be emailed to [careers@cityofhumble.net](mailto:careers@cityofhumble.net) . Please be sure to include the Job Number in the Subject line on all emails.

**The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.**