CLASS SPECIFICATION
Special Event Assistant

FLSA Status: Nonexempt
EEOC Job Category: Service Worker
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs a variety of semi-skilled duties in the set-up, scheduling and coordinating of events at the District’s stadium, adjoining facilities, athletic fields, landscaped areas other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Special Event Assistant is responsible for assisting the Stadium and District Facilities Business Manager in coordinating all special events and to perform a variety of semi-skilled duties in the organization. Incumbents provide assistance and support for athletic and special events held at the stadium and other rental facilities; including setting up athletic fields and tracks, directing traffic and other duties to support the event’s functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with the set-up of the athletic fields for athletic games or special events; locates, assembles and sets up a variety of athletic supplies and event-support equipment, including clocks, markers, chains, goal post protectors and track and field materials; rakes, marks, levels, sets-up and realigns track and field areas and materials prior to and during meets; operates forklifts and motored carts to load, move arrange and store tables, chairs, benches, tents and event-support equipment.

2. Assists with stadium lighting, audio systems, scoreboards and promotional boards; ensures proper operation during events; assist with securing stadium and other district facilities after events.

3. Assist with the coordination of parking operations for all special events; sets up barricades and lane controls; directs traffic.

4. Patrols stadium, parking lots and other District facilities; cleans and maintains stadium facilities, grounds and parking lots and performs general grounds cleaning; picks up litter, garbage and debris from stands, parking lots and grounds; washes stands and track following events.

5. Adjusts and rearranges storage space under the stadium for regular athletic events and seasonal sports equipment.

6. Operates a variety of grounds and facility maintenance equipment and hand tools, including blowers, trimmers, vacuums, hoses and brooms; maintains and performs minor repairs and maintenance on grounds and facility maintenance equipment.
**OTHER DUTIES**

1. Assists Stadium and District Facilities Business Manager and Stadium Maintenance Technician with complex and large facility and grounds maintenance projects as assigned.

**QUALIFICATIONS**

Knowledge of:

1. Basic methods, practices, techniques for event set-up of stadium and other District facilities.
2. Basic coordination skills for managing events.
3. Set up of athletic fields for athletic events.
4. Safe work methods and safety regulations pertaining to the work.

Ability to:

1. Communicate effectively with permittees, concessionaires, promoters, coaches officials and general public.
2. Perform semi-skilled grounds and facility maintenance duties and prioritize and work on athletic facilities, grounds and fields.
3. Work independently and use sound judgment in performing event coordination activities.
4. Understand and follow oral and written directions.
5. Maintain accurate records.
6. Work a flexible shift, to include days and/or evenings and weekends.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of experience performing ground or custodial service, or an equivalent combination of training and experience. Experience supporting a large athletic facility is desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff, students, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in extreme outside weather conditions, near moving mechanical parts and frequently works on slippery and uneven surfaces. The employee is frequently exposed to wet and/or humid conditions and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.