

CITY OF LONGWOOD



Job Posting

Post: [] Internal Only [XX] Internal & External

Posting Number: 10-12

Apply: Longwood City Hall

175 W. Warren Avenue

Longwood, FL 32750

407-260-3481

Website: www.longwoodfl.org

Part Time - Events Specialist

STARTING SALARY:	\$11.53 hourly
BARGAINING UNIT:	None
POSITION STATUS:	Non-Exempt
LICENSE:	Must possess and be able to maintain valid Florida Driver's License.
EDUCATION:	Graduation from an accredited high school
SPECIAL CERTIFICATION:	None
TESTING:	None
EXPERIENCE REQUIRED:	Knowledge in residential or commercial janitorial cleaning
CLOSING DATE:	Position is open until filled.

POSITION SUMMARY: This is semi skilled manual work requiring some judgment in the operation and maintenance of the Longwood Community Building. This is difficult and physical work requiring independent judgment in the operations, maintenance, and custodial cleaning of the Longwood Community Building.

Notice: Preference shall be given to eligible current city employees. All vacancies are open until filled unless otherwise specified. The City of Longwood is an Equal Opportunity Employer. Women, minorities, veterans, and disabled persons are encouraged to apply. Please contact the Human Resources Department if you have any questions. Drug and Smoke-Free Workplace.

Distribution Date: March 3, 2010

CITY OF LONGWOOD



CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Part Time – Events Specialist

PURPOSE OF CLASSIFICATION

This is semi skilled manual work requiring some judgment in the operation and maintenance of the Longwood Community Building. This is difficult and physical work requiring independent judgment in the operations, maintenance, and custodial cleaning of the Longwood Community Building. Work is performed under the general direction of the Company Building Coordinator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position:

- Assist in the coordination, preparation, and implementation of events at the Longwood Community Building. Responsible for the set-up, changes/adjustment, and breakdown of room rental equipment and furniture according to rental agreements.
- Responsible for the proper upkeep, maintenance, and care of the Longwood Community Building rental facility contents, equipment, associated building structures and restroom facilities. Performs all types of manual labor, including but not limited to, maintenance of equipment and custodial cleaning of entire facility.
- Opens and closes facility as needed.
- Enforces compliance of the reservation system for events.
- Greets and assists users whenever possible. Works with caterers and delivery personnel to ensure user needs are met.
- Prepares reports and other work records including, but not limited to, daily and other periodic reports assigned to this work classification, equipment operations and maintenance reports, and damager reports as needed.
- Assists with procurement/inventory of needed materials and supplies.
- Performs other related duties as required and other such work as may be assigned.
- Assumes responsibility of a working supervisor as required.

QUALIFICATIONS

Graduation from an accredited high school. Knowledge of custodial cleaning methods, practices, and procedures and the ability to perform. Knowledge of effective customer service practices. Knowledge of business English, spelling and punctuation, in order to prepare documents and reports, etc. Ability to work evenings, weekends, and holidays. Ability to perform manual labor. Ability to meet and deal effectively with the public and to establish and maintain an effective working relationship with outside professional associates, fellow employees, and members of the public. Ability to respond to difficult and stressful situations in an efficient, effective, and positive manner. Ability to perform assigned tasks with tact, discretion, and courtesy, and to exercise discretion and independent judgment in the resolution of problems. Ability to work independently in carrying out assignments to completion. Ability to read and understand simple contracts, sketches, diagrams, blueprints, maps and charts and apply to events and projects. Ability to organize, communicate and present ideas clearly and concisely, both verbally and in writing. Ability to understand and carry out oral and written instructions and maintain accurate records. Ability to communicate effectively. Ability to perform manual labor. Ability to perform a variety of semi-skilled manual tasks. Performance other duties as required and other such work as required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (45 pounds or more). Task may involve extended periods of time reading, writing, walking, standing, crawling, kneeling, bending, stooping, jumping, running, balancing, throwing, and driving. Physical requirements may vary by job assignment.

Sensory Requirements: Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for use of measuring devices,

Environmental Factors: Essential functions are regularly performed inside and outside in various weather conditions. These same functions can involve working on uneven and slippery terrain/surfaces. There is exposure to dust, dirt, fumes, vapors, vibrations and machinery. Can also be considered as hazardous and stressful conditions.

The City of Longwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.