

Kittitas County, Washington
Employment Opportunity

Posted: 3/18/2024

Closes: Open Until Filled

SEASONAL EVENT AIDE

The Kittitas County Event Center is currently seeking qualified candidates for the position of Seasonal Event Aide. This is a seasonal, non-exempt, non-benefited, non-union position. The Seasonal Event Aide focuses on preparation for events hosted at the Kittitas Valley Event Center including the annual Kittitas County Fair and Ellensburg Rodeo. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply as soon as possible for optimal consideration.

This is a seasonal position expected to last from May/June through September.

SALARY RANGE

\$16.50 - \$18.75 per hour.

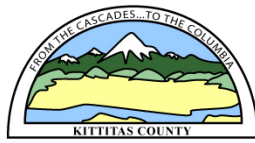
ESSENTIAL FUNCTIONS

Conduct light maintenance and repairs of Kittitas Valley Event Center facilities and equipment

- Ensure the Event Center is presentable and ready to receive customers at all times, to include: deep and light cleaning/stocking of rental spaces/kitchens/bathrooms, ensuring parking lots and grounds are free of garbage and proper signage is displayed, mopping, sweeping, vacuuming, dusting, windows/sills, light bulb replacement, emptying trash cans/recycle bins, and other routine duties.
- Operate tractors, trucks, lawn care equipment, and hand/power tools; ensure tools and equipment are returned to the proper location and ready for use; immediately report need for repairs/replacement to the KVEC Director.
- Assist with the following tasks: irrigation set-up and proper water application, mow, edge, trim, sweep, rake, patch lawns, and pull or spray weeds.
- Purchase/pick up supplies and perform other support tasks as requested by KVEC staff.
- Clean out stalls and stock pens and follow proper biosecurity procedures to prepare for the next use of animal barns and pens during turnover.

Assist individuals and groups using the Kittitas Valley Event Center facilities

- Prepare buildings for use, set up equipment as directed, tear down after events are over.
- Confirm with groups that all preparations are satisfactory.
- Enforce codes, regulations, policies and rules of governing agencies.
- Work with user groups to provide accommodations that achieve successful outcomes.
- Maintain riding arenas to the specified conditions of the users.
- Install or move portable corral fixtures.



Other department related duties as assigned

- Supervise inmate workers to accomplish required tasks.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

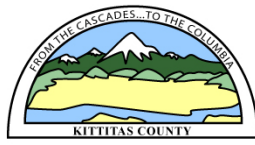
- Valid Washington State driver's license.
- Minors under the age of 18 require Parent/School Authorization form and may be limited in the scope of work they can perform in accordance with Labor and Industries workplace safety rules.
- Previous experience using the basic tools and equipment required to perform the duties of this position in a safe manner.
- Must be able to successfully complete mandatory training through the Kittitas County Sheriff's Office prior to supervising inmate workers (only employees 21 and older will be required to supervise inmates).
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Safely utilize all of the tools and equipment required to perform the essential functions of the position.
- Perform work independently, and possess the desire to do a good job.
- Provide outstanding customer service and possess high standards for event preparation, including attention to detail, the ability to anticipate client needs, impeccable housekeeping skills, and accurate set-up of sound and media equipment.
- Follow verbal and/or written directions and comply with policies and regulations.
- Prioritize work and respond to emergency and/or competing requests in a calm, professional manner.
- Capable of performing manual labor for long periods of time.
- Able to multi-task and handle stressful situations, including customer complaints and competing demands.
- Available to work overtime during the weeks leading up to the Kittitas County Fair and throughout Labor Day weekend.

PREFERRED QUALIFICATIONS

- Two (2) or more years of experience performing similar duties for a commercial or public rental facility.
- Previous supervisory experience.
- Previous experience providing excellent customer service to a diverse population.



WORKING CONDITIONS

Work is performed in a variety of indoor and outdoor environments, which will require working in inclement weather such as temperature extremes and/or windy, dusty conditions. Exposure to the following environmental conditions and substances may occur: excessive (concert level) noise; animals typical to 4-H, Fair or Rodeo environments; and hazardous or corrosive chemicals such as: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. Position requires ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must be able to regularly push, pull, lift and carry up to 50 pounds and occasionally higher with assistance; must be able to work in a forward posture for extended periods. Must have close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Must be able to hear and clearly communicate in person, over the telephone, and by radio. Safety rules must be adhered to at all times, including safe lifting/carrying techniques, and PPE must be worn when required.

This position requires frequent interaction with a diverse customer base, and supervision of inmate workers.

The work schedule will include evenings, weekends, and holidays with extended shifts and overtime required prior to and during the Kittitas County Fair. Hours and schedules will be modified as needed for minors. Reliable attendance and punctuality are required.

Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

BENEFITS

This position is eligible for retirement and sick leave benefits. To learn more about the County's retirement and leave benefits, visit the Benefits page on the Kittitas County website:

<https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Two (2) professional references and two (2) personal references