

EVENT ATTENDANT, 3172

Summary of Duties : Sets up and removes equipment, furniture and related structures used for events held at the Los Angeles Convention Center; and does related work.

Distinguishing Features : Under close supervision, an Event Attendant sets up and removes equipment and furniture for events at the Los Angeles Convention Center and performs incidental cleaning of the related event facilities when shows are moving in, moving out, or are in progress. The class of Event Attendant is distinguished from the class of Custodian in that the latter normally performs routine cleaning and janitorial duties, and furniture moving duties of limited complexity while the former performs equipment and furniture moving activities of a complex nature at the Convention Center. An employee of this class may be required to work on evenings, nights, weekends, and holidays.

The class of Event Attendant is distinguished from the class of Senior Event Attendant in that the latter supervises the work of Event Attendants and serves as a working supervisor participating in the set-up and removal of equipment and furniture used for events.

Examples of Duties : Sets up and removes equipment, furniture and related structures, including staging, scaffolding, portable dance floors, temporary carpeting, portable ticket booths, turnstiles, ticket cans, chair risers, and moveable walls for events at the Convention Center; cleans Convention Center show areas when events are moving in or out, and daily before a show opens; cleans and maintains meeting rooms, the main auditorium floor, and restrooms during events; may occasionally make minor repairs to meeting room equipment; may act in a lead capacity over other Event Attendants; and occasionally may be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A working knowledge of methods, materials, tools and equipment used to set up and remove events; a general knowledge of safety practices applicable to setting up and removing events; the ability to perform sustained physical work; the ability to operate equipment used in setting up and moving events; the ability to operate custodial equipment; and the ability to understand oral and written directions and simple floor plans depicting room and hall layouts.

One year of experience in setting up and removing furniture, equipment or displays for major events such as trade and consumer shows, conventions, and banquets is required.

License : A valid California driver's license may be required.

Physical Requirements : Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; and good eyesight.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.