

Summary of Duties: Senior Event Attendant: Acts as lead to employees engaged in setting up and removing equipment and furniture and related structures used for events; specialized cleaning and service work of the event facilities of the Los Angeles Convention Center, and does related work.

Event Supervisor: Plans, organizes and directs the work of Senior Event Attendants and other employees engaged in the set-up and removal of equipment and furniture used for events; specialized cleaning and service work of the event facilities of the Los Angeles Convention Center; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Senior Event Attendant: Acts as leadworker to employees engaged in the set-up and removal of equipment and furniture used for events; specialized cleaning and service work of the event facilities of the Los Angeles Convention Center, and works with them a large part of the time. The work is normally performed using simple floor plans. The planning, organizing, and assigning of work is normally the responsibility of an Event Supervisor, who is a full-time supervisor. The work is seldom checked while in progress, but the results are reviewed for conformance to instructions.

The class of Senior Event Attendant is distinguished from the class of Senior Custodian in that the Senior Custodian normally performs and leads employees engaged in routine cleaning and janitorial duties, and furniture moving duties of limited complexity while the Senior Event Attendant regularly performs and leads employees engaged in equipment and furniture moving activities and specialized cleaning activities of a complex nature at the Convention Center. An employee of this class may be required to work on evenings, weekends, and holidays.

Event Supervisor: Acts as supervisor to Senior Event Attendants and other employees involved in the set-up and removal of equipment and furniture used for events; specialized cleaning and service work of the event facilities of the Los Angeles Convention Center. Incumbents in the class of Event Supervisor, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

In contrast to a Senior Event Attendant who is a lead worker, an Event Supervisor spends most of the time supervising, developing work schedules, and maintaining records pertaining to employees' work hours and equipment. The work performed by an employee of this class is reviewed not only by a supervisor but also by Convention Center clients for conformance to their needs and by Fire Inspectors for

conformance to the Fire Code.

The class of Event Supervisor is distinguished from the class of Head Custodian Supervisor in that the Head Custodian Supervisor normally supervises cleaning and janitorial duties and, occasionally, furniture moving activities of limited complexity while the Event Supervisor regularly supervises equipment and furniture moving activities and specialized cleaning activities of a complex nature at the Convention Center. An employee of this class may be required to work evenings, weekends, and holidays.

Examples of Duties: Senior Event Attendant: Assists and acts as lead worker to employees on a single shift involved in setting up and removing equipment and furniture for events at the Convention Center, including staging, scaffolding, portable dance floors, temporary carpeting, portable ticket booths, turnstiles, ticket cans, chair risers, and movable walls; assists in the supervision and cleaning of the main auditorium floor of the Convention Center when shows are moving in or out, and daily before a show opens; interprets floor plans showing auditorium floor and room layouts to determine how to set up furniture and equipment for events; insures that meeting rooms, the main auditorium floor, restrooms, and related areas are kept clean before, during, and after events; checks work in progress and upon completion; insures that subordinates are supplied with necessary tools, equipment and materials; trains and evaluates subordinates; insures that subordinates are using safe work methods and practices; keeps time, cost, and activity records; periodically inspects meeting room equipment and arranges repairs when necessary; may occasionally make minor repairs to meeting room equipment; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Event Supervisor: Supervises Senior Event Attendants and other employees engaged in setting up and removing equipment and furniture used for events at the Convention Center; lays out work and develops work schedules on a seven-day, multi-shift basis for employees assigned to the Events Services Section; determines the number of part-time employees needed to complete work assignments and hires the required number of such employees; prepares cost estimates and other reports; conducts in-service training classes in the set-up and removal of furniture, cleaning procedures, safety practices, and fire prevention procedures; checks work upon completion for conformance to instruction; establishes operating procedures and work standards; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications:

<u>Knowledges:</u>	Senior Event <u>Attendant</u>	Event <u>Supervisor</u>
Methods, materials, tools and equipment used to set up and remove events;	Working	Good
Safety practices applicable to setting up and removing events;	Working	Good
Provisions of the Los Angeles Fire Code and Building Code applicable to events held at the Convention Center;	Working	Good
Supervisory principles and practices including: planning delegating, and controlling the work of subordinates;	Working	Good
Techniques of training, instructing and evaluation of subordinate work performance;	General	Good
Techniques for counseling, disciplining, and motivating subordinate personnel;		Good
Procedures for grievance handling;		Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;		Good
Effective safety principles and practices;	Good	Good

<u>Knowledges:</u>	Senior Event <u>Attendant</u>	Event <u>Supervisor</u>
Memoranda of understanding as they apply to subordinate personnel;		Working

City personnel rules, policies and procedures;

General

<u>Abilities:</u>	Senior Event <u>Attendant</u>	Event <u>Supervisor</u>
Perform sustained physical work;	X	
Operate equipment used in setting up and removing events, and custodial equipment;	X	X
Understand oral and written directions and simple floor plans depicting room and hall lay outs;	X	X
Deal tactfully and effectively with other employees, clients, and the public;	X	X
Give clear and concise oral and written instructions;	X	X
Plan, lay out, supervise, and inspect the work of event services employees;		X
Train subordinates in work procedures and safety practices;	X	X
Maintain or supervise the maintenance of records of employees' work hours, supplies, and equipment and to estimate future requirements;		X
Prepare work schedules for employees working in various locations in the Convention Center on a 24-hour day, 7-day week basis.		X
	Senior Event	Event

<u>Abilities:</u>	<u>Attendant</u>	<u>Supervisor</u>
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Maintain a work environment to enhance both employee morale and productivity;	X	X
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Apply supervisory principles and techniques;		X
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Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.		X
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Two years of experience in setting up and removing major events such as trade and consumer shows, conventions, and banquets, and in interpreting event service orders is required for Senior Event Attendant.

Two years of experience in supervising the set-up and removal of major events such as trade and consumer shows, conventions, and banquets is required for Event Supervisor.

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

Physical Requirements: Senior Event Attendant: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; good speaking and hearing ability; and good eyesight.

Event Supervisor: Strength to perform average lifting of less than 5 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 all of the duties and responsibilities of any position shall be.