

Convention Center Authority

Position Title: Convention Center Set Up Staff

Position #:	07000
Salary Grade:	CA0100
Effective Date:	3/1/2010
Revision Date:	7/9/2014

<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal

Indicate Employee Type

<input type="radio"/> Administration <input type="radio"/> Sales/Marketing <input checked="" type="radio"/> Event & Facility Operations <input type="radio"/> Event Services <input type="radio"/> Communications <input type="radio"/> Building Services <input checked="" type="radio"/> Facility Services <input type="radio"/> Safety

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of Facility Services Supervisor, leads temporary labor and participates in event set-up/dismantling; participates in general maintenance labor in connection to building maintenance, including sweeping, mopping, washing walls and windows, cleaning rest rooms, emptying trash containers, etc.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. Also identified is how critical the task is to the position, with 1 being the least important, 5 being the most important.

RESPONSIBILITIES/DUTIES	
1.	Event Set Up
2.	Building Maintenance/ Cleaning
3.	Perform assigned duties as required
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Job Evaluation Factors (Check all that apply)

Formal Education <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S. Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Bachelor's Degree preferred <input checked="" type="checkbox"/> Education/Experience Equivalent <input type="checkbox"/> Other:
--	--	--

Minimum Experience <small>(Minimum Required)</small>	<input type="checkbox"/> None <input checked="" type="checkbox"/> One to three years <input type="checkbox"/> Three to five years	Impact On Budget	<input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Contributory <input type="checkbox"/> Direct <input type="checkbox"/> Other:
--	---	-------------------------	---

Decision Making <small>(level of direction & supervision)</small>	<input checked="" type="checkbox"/> Little independent judgment required <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines <input type="checkbox"/> Establish Policy & Procedures <input type="checkbox"/> Other:
---	--

Problem Solving <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor <input checked="" type="checkbox"/> Choices defined in standard work procedures/policies <input checked="" type="checkbox"/> Methods chosen before in similar situations <input type="checkbox"/> Identification and analysis of diverse problems <input type="checkbox"/> Complex, varied and only mildly related to those seen before <input type="checkbox"/> Requires understanding/evaluation of impact upon the NCC <input type="checkbox"/> Other:
--	---

Internal Contacts <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	Little or no contact with other departments/employees/clients
	<input checked="" type="checkbox"/>	Regular contact with other departments/employees/clients
	<input type="checkbox"/>	Continuing contacts involving difficult formal negotiations

External Contacts	<input type="checkbox"/>	External communication is minimal
	<input checked="" type="checkbox"/>	Regular contact with outside agencies & general public
	<input type="checkbox"/>	Regular external contacts to explain specialized matters, <i>occasionally</i> to enforce policies
	<input type="checkbox"/>	Regular contact to carry out programs; continuing contact with officials at higher levels
	<input type="checkbox"/>	Regular external contacts, with <i>continuing</i> personal contact to enforce policies
	<input type="checkbox"/>	Continuing external contacts involving difficult formal negotiations
	<input type="checkbox"/>	Effectively deal with diverse groups and organizations

Supervisory Responsibility <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/>	None
	<input checked="" type="checkbox"/>	Authority limited to direction of temporary employees only
	<input type="checkbox"/>	Orient/train others; may act in a lead capacity
	<input type="checkbox"/>	Provide leadership/direction to staff on event related issues
	<input type="checkbox"/>	Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/>	Overall responsibility to provide direction and guidance
	<input type="checkbox"/>	Other:

Number of Direct Reports: 0

Job-Related Knowledge <small>(knowledge of...)</small>	<input checked="" type="checkbox"/>	Basic skills in oral/written communication	<input type="checkbox"/>	Microsoft Publisher
	<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	AutoCad
	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Financial Management
	<input type="checkbox"/>	Microsoft PowerPoint	<input type="checkbox"/>	Administrative principles/practices
	<input type="checkbox"/>	Microsoft Access	<input type="checkbox"/>	Computers
	<input type="checkbox"/>	Microsoft Outlook	<input checked="" type="checkbox"/>	Other: room drawings, ability to operate motorized, forklifts, room setup

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions

- | | |
|---|---|
| <input checked="" type="checkbox"/> Office, computer room | <input checked="" type="checkbox"/> High noise environment |
| <input checked="" type="checkbox"/> Service Areas | <input checked="" type="checkbox"/> High dust, dirt, grease environment |
| <input checked="" type="checkbox"/> Flexible work schedules | <input checked="" type="checkbox"/> Exposure to moving machinery |
| <input type="checkbox"/> Valid TN Driver's License | <input checked="" type="checkbox"/> Exposure to chemicals |
| <input type="checkbox"/> Travel Required | <input checked="" type="checkbox"/> Outdoor exposure to weather |
| <input checked="" type="checkbox"/> Exposure to Customers | <input checked="" type="checkbox"/> Requires Pre-employment Physical |

Physical Effort

- | | |
|---|--|
| <input type="checkbox"/> Typically sitting at a desk or table | <input type="checkbox"/> Lifting 11-25 lbs |
| <input type="checkbox"/> Typically standing or walking | <input checked="" type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Bending, crouching, stooping | <input type="checkbox"/> Using Power Tools |
| <input type="checkbox"/> Running, climbing | <input checked="" type="checkbox"/> Using Pallet Jack |
| <input checked="" type="checkbox"/> Intermittently sitting/standing/walking | <input checked="" type="checkbox"/> Using Utility Carts |
| <input checked="" type="checkbox"/> Climbing ladders/scaffolds | <input checked="" type="checkbox"/> Using Forklift |
| <input type="checkbox"/> Lifting 10 lbs or less | <input checked="" type="checkbox"/> Driving NCC Vehicle |

Team Member Print Name/Date _____

Date: _____

I have read and understand the job requirements.

Team Member Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Team Member
Department Director
Personnel File

Set-Up Leader

For HR Use Only (Do not write below this line):