

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CAMPUS EVENTS TECHNICIAN

Salary Range 18

BASIC FUNCTION:

Under the direction of the Campus Events and Operations Supervisor, coordinates and schedules use of facilities and district transportation; direct crew activities in preparing campus for special events, campus wide furniture moves and recycling program; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Selects, trains, and directs a special events team consisting of college staff, student, and hourly workers to prepare the gymnasium, cafeteria, stadium, choral rooms, theater, and other College facilities for a variety of special events and activities for campus and community groups. (E)
- Schedules and prepares facilities for evening, weekend and off-campus events. (E)
- Directs a special events team to move and arrange chairs, tables and furniture as appropriate to the activity; set ups and breaks down special equipment; directs crew to clean up facilities following activities. (E)
- Schedules drivers and vehicles for district transportation requirements; perform driver certification to drive district transportation; maintains and cleans vehicles. (E)
- Prepares reports involving facilities usage; maintains files and documentation for use of facilities and district transportation. (E)
- Provides assistance to groups using campus facilities; coordinates efforts with other departments and outside agencies as necessary. (E)
- Participates in various campus committees to plan events and facilities usage. (E)
- Maintains computer files; completes time sheet for supervisor review and approval. (E)
- Selects and performs all campus wide furniture moves with Facilities Planning Campus Development Office. (E)
- Maintains campus recycling program. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school and three years experience involving scheduling of facilities and fleet vehicles.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid California Class B driver's license; or the ability to obtain within the first year of employment.

Valid forklift operator's certificate or ability to obtain within first year of employment.

Work a variable schedule to accommodate evening and weekend events.

KNOWLEDGE OF:

Principles of providing work direction to others.

College rules and regulations related to campus facilities us.

Basic recordkeeping techniques.

Computer hardware and software.

Interpersonal skills using tact, patience, and courtesy.

Proper lifting techniques.

ABILITY TO:

Lift, move, set up and break down equipment and furniture used for various campus activities.

Work a flexible schedule involving evening and weekend work.

Maintain accurate records for facilities usage billing.

Operate, maintain, and perform minor repair on various equipment including public address systems.

Work independently with little direction.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Direct a team of student and hourly workers.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers and volunteers.

CONTACTS: Co-workers, other departmental staff, students and hourly workers, volunteers, students, and the general public.

PHYSICAL EFFORT:

Lifting and carrying heavy objects; pushing and pulling; dexterity of hands and fingers to operate specialized tools.

Bending at waist, kneeling and crouching.

Reaching overhead; walking over rough or uneven surfaces.

Climbing ladders and stairs and working from heights.

WORKING CONDITIONS:

Indoor and outdoor work environment; to include working in heat, cold, rain, and windy conditions.

Evening or variable hours.

Driving a vehicle to conduct work as required.

Office environment.