City of Kansas City, Missouri
Job Class Specification

Job Title:	SENIOR FACILITIES ATTENDANT			**Department:**	MULTI
Job Code:	5548	**Status:**	NONEXEMPT	**Grade:**	L-3

Summary

This is a key leadership position of a moderate-sized facilities crew, involving a multitude of complex tasks in the area of event coordination and logistics.

Work involves considerable freedom of judgment in the use of methods, equipment and materials provided. Activities involve considerable interaction with show sponsors and managers, exhibitors, show staff and Fire Department personnel. Employees of this class implement and follow through on general instructions received from higher level supervisors and, within defined standards, react to provide and/or create needed services. Work is inspected while in progress and reviewed upon completion for results obtained.

Duties and Responsibilities

- Reviews layouts, floor plans and other specifications to determine sponsors need, exhibits locations and utilities required; coordinates with event services as necessary.
- Determines materials and tools needed to erect exhibits, displays, sports and various other facilities.
- Prepares working sketches for displays, seating and services.
- Participates in the unloading, loading, unpacking and packing of exhibitors' displays; checks bills of lading, packing slips, crates and containers for damaged or missing equipment, supplies and material; reports all discrepancies.
- Advises show personnel of pertinent fire safety regulations and location of extinguishers and alarm signal units.
- Conducts tours of facilities to point out elevators, escalators, washrooms, food service, first aid and service personnel locations and telephones.
- Assists exhibitors' erector crews and other personnel where so directed.
- Assists public or show participants within defined limits.
- Assists in scheduling work crews according to schedules of events; keeps time records; prepares notes and submits job orders; reports all irregularities to supervisors.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of equipment, methods and materials used in skilled and semi-skilled labor and maintenance work in relation to assigned tasks.
- Must demonstrate knowledge of fundamental construction, maintenance, standard safety precautions in facilities operations and custodial practices.
- Must demonstrate ability to plan, assign and lead the work of assigned subordinates.
- Must demonstrate ability to establish and maintain effective working relationships with associates, subordinates, the general public and show management personnel.
- Must demonstrate ability to operate and instruct others in the setup and operation of mechanical and other equipment normally used in auditorium and arena maintenance and custodial activities.

Education and Experience

Two (2) years' experience in maintenance, custodial or event staging work, including one (1) year of experience as a Facilities Attendant.

Certificates/ Licenses/Special Requirements

- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

May act as a lead worker.

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

09/06

Revised

08/22, 07/26