

Position Description
Technician I, Event Services
Department: Technical Support Services

POSITION PURPOSE

The Technician I, Event Services operates and supervises the use of equipment, materials and facilities used for campus events.

NATURE AND SCOPE

The Technician I, Event Services supervises the work crews assigned to each event.

The Technician I, Event Services is responsible for scheduling and supervising crews to handle campus events, coordinating security issues with campus police, and ensuring all equipment is in proper working order. Other decisions, such as written and verbal instructions and directions as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Assists in coordinating events with appropriate departments; arranges for keys and special equipment prior to usage.
2. Assists in the scheduling of employees, equipment, and materials for campus events.
3. Opens facilities and prepares them for events; ensures proper lighting, climate control, and setup i.e., chairs, tables, audio-visual equipment, stages.
4. Supervises facilities while in use; removes equipment and materials and restores facilities to original condition.
5. Maintains and repairs equipment as required.
6. Completes necessary paperwork for each event.
7. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Events planning and coordination
Some knowledge of regulations and laws related to Federal, State and local security issues, health codes, fire codes, transportation coordination
Some knowledge of principles and techniques of electronics and electricity
Computer literacy; various software applications e.g., Microsoft Office, WordPerfect

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Operate and maintain various tools and electric equipment, e.g., audio-visual equipment, public address systems

Strong analytical skills

Strong basic mathematical abilities

Excellent written and oral communication

Excellent interpersonal skills

Ability to work independently

Management and organizational skills

Education and Experience:

H.S. diploma

One year directly related experience

Valid California Driver's License

Must pass a physical examination

Working Conditions

May involve work outdoors in various weather conditions

Occasional and intermittent exposure to electrical, mechanical and/or physical factors which are generally protected against or predictable

Ability to perform manual labor

Ability to climb ladders, steps