**Special Events Technician**

Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reports To:** Director of Purchasing and Special Events **Classification:** Auxiliary

**Dept/Campus:** Special Events **Payscale:** A-6

**Wage/Hr Status:** Nonexempt **Revised:** January 2015

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Provide setup and assistance before, during, and after all district special events.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Valid Texas driver’s license

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions

Ability to operate tools and equipment common to assigned areas

**Experience:**

One year experience in technical or related field.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Obtain, transport and setup equipment for special events within provided timelines.
2. Ensure all aspects of the event are taken care of by providing assistance and communicating needs effectively to appropriate person.
3. Troubleshoot problems that arise at events.
4. Operate tools, equipment, vehicles and machinery in a safe manner and demonstrate care in their use.
5. Maintain all special event equipment to ensure operability and effectiveness.
6. Organize all special event equipment to ensure efficiency.
7. Maintain a positive, customer service oriented and effective relationship with supervisors, co-workers, students, district administrators and community members.
8. Communicate effectively with all levels of district employees, outside agencies, and the general public.
9. Know and comply with school district policies, procedures, and regulations.
10. Assist Director in departmental functions to facilitate the consistent operation of purchasing and district events.

**EQUIPMENT USED:**

Tools and equipment common to the assigned trade.

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors:**

Must be able to position and frequently move about within the work area; ability to retrieve, transport, position/reposition objects, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending stooping and kneeling are necessary; ability to position self and perform work in various areas of the facility including elevated surfaces; ability to reposition and transport 75lbs.

Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven surfaces; work on ladders and scaffolding. Frequent irregular or prolonged hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date