

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9653

SETUP/TEARDOWN WORKER

NATURE OF WORK

This work involves routine custodial and manual labor duties at the City Auditorium, Rosenblatt Stadium, and the Orpheum Theatre consisting of routine cleaning and custodial work, erecting seats and other structures for entertainment events. Except when work is of a routine nature, it is performed under close supervision.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Maintains floors by sweeping, stripping wax from, mopping, waxing, buffing, and vacuuming and shampooing carpeted areas.

Operates offroad light automotive equipment such as forklifts and floor scrubbers.

Participates in erecting structures such as basketball courts, boxing and wrestling rings, and ice rinks for special events.

Maintains the grounds surrounding the venue by sweeping, raking, and picking up trash and other debris and shoveling snow from and spreading salt onto sidewalks and driveways in winter.

Sets up chairs and tables prior to events and takes them down and stores them after the events' completion.

Performs minor maintenance in the assigned venue.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the uses of different types of cleaning materials and equipment, and the methods needed to use them.

Knowledge of the care and cleaning of assigned equipment.

Ability to use manually operated and power tools used in cleaning surfaces, and in assembling and disassembling apparatus.

Ability to use measuring devices to locate exact sites in which to erect or place structures and equipment.

Ability to learn to perform repetitive functions without close supervision.

Ability to understand written and oral instructions.

Ability to climb, walk, and push and pull objects from 76 to 100% of the time

Ability to use up to twenty (20) pounds of force occasionally and lesser amounts of force frequently to constantly to move objects.

SPECIAL QUALIFICATIONS

Must be able to work variable hours, including weekends, holidays, and nights. Shifts may be split or extended, depending on the event involved.

May be required to possess a valid motor vehicle operator's license and participate in forklift driver training.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Hand Held Manual and Power Tools

Forklift

Floor Scrubber