

Part-Time General Labor

Department: Community Development
Job Status: Part -Time
FLSA Status: Non-Exempt
Reports To: Community Development Specialist
Work Schedule: As Needed

POSITION SUMMARY

Event setup and breakdown inclusive of The Market, Movie Night as well as other special events downtown. Majority of the activities are on weekends from April through December. Lifting of heavy (70lbs) equipment 6' high is required. Many job duties are performed outside in extreme temperatures. Must have ability to perform duties, including but not limited to the job functions listed below as directed by the Community Development Specialist.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statements

- Setup, breakdown, troubleshoot and cleanup all aspects of the movie system, events and downtown market.
- Assist entities in the logistics of hosting events in the downtown district.
- Posses a valid Texas Driver License and have the ability to safely operate City vehicles used to assist with hauling materials for activities.
- Other duties as directed by supervisor.

POSITION QUALIFICATIONS

Competency Statements

- Customer Oriented – Ability to take care of customer needs while following City procedures.
- Friendly – Ability to exhibit a cheerful demeanor towards others.
- Honesty / Integrity – Ability to be truthful and be seen as credible.
- Patience – Ability to act calmly under stress and strain, and of not hasty or impetuous.
- Reliability – Must be dependable and trustworthy.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.
- Communication, Oral – Ability to communicate effectively with others using the spoken word.
- Accuracy – Ability to perform work accurately and thoroughly
- Self-Motivated – Ability to internally inspire to perform a task to the best of ones ability using own drive or initiative.
- Analytical Skills – Ability to use thinking and reasoning to solve problems.

SKILLS AND ABILITIES

Education: High School or GED

Technology Skills: Basic computer and tablet knowledge such as iPad as well as ability to set up a projector.

Other Requirements: The position is physically demanding.

PHYSICAL DEMANDS

Physical Demands

Stand – Constantly

Walk – Frequently

Sit – Occasionally

Lift/Carry

10 lbs or less – Constantly

11-20 lbs - Frequently

20-50 lbs – Frequently

50 lbs plus - Occasionally