

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – YEAR ROUND EVENTS

Spec No. 9162

BASIC FUNCTION

On-call temporary extra help hired to provide customer service and monitor events to safeguard resources and ensure guest compliance with Fairground's policies. Duties include traffic control in parking and RV lots, cash handling, general maintenance, and crowd control. Attendant must be cognizant of, with attention to vehicle, pedestrian and worker safety; contact with public in fast pace situations. Attendant may be scheduled to assist with event preparations (equipment set up and removal). Attendant must be able to interpret all types of situations associated with events including vehicle safety, passes/tickets. Attendants are required to wear safety vests in traffic situations. Position requires walking and standing for long periods of time and exposure to all weather conditions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Represent a positive image to the public at all times.
2. Opens and closes facility and gates after hours.
3. Monitors event and maintains contact with guests to ensure compliance with license agreement, Fairgrounds rules and facility policies; refers to guidebook for assistance.
4. Contacts Fair staff and/or appropriate authorities in the event of an emergency, malfunction or disorderly behavior.
5. Prevent access to unauthorized areas and direct evacuation of facility in an emergency.
6. Provide cleaning services and assist renter in identifying cleanup requirements; cleaning to include but not limited to sweeping, spot mopping and wiping down tables, clean and stock restrooms, picking up litter and garbage removal may be required.
7. Document times, incidents, contacts and assistance provided to guests.
8. Event (including parking lots) equipment set up and take down.
9. Direct traffic to parking rows and spaces. Including the monitoring of the disabled parking spaces. Direct traffic to designated exits.
10. Monitor safety conditions in parking lot at all times.
11. May be required to handle event/parking sales including issuing tickets, handling cash, issuing change, balancing sales at end of day. Direct traffic to parking or event

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attendants who in turn will direct vehicles to parking rows and spaces and or/guests to seating.

12. Taking tickets at entry gates, monitor re-entry and provide crowd control per event requirements.
13. May use pickup, flatbed truck, gator, tractor or people mover for transporting equipment, supplies and guests.
14. Cognizant of vehicle, public and worker safety at all times.

MINIMUM QUALIFICATIONS

Minimum age 16 years. Physically able to walk and stand for long periods of time. Able to work weekends or evenings. Work in an outdoor situation in all types of weather on various footing (paved, gravel, grass). Previous experience is preferred but not required.

KNOWLEDGE AND ABILITIES

- Previous experience is preferred.
- Physically able to walk and stand for long periods of time
- Ability to work in all weather conditions
- Lift 50 lbs
- Work evenings, weekends, and holidays
- Work in all weather conditions
- Work independently
- Take accurate notes
- Communicate clearly with tact and courtesy
- Be punctual

SUPERVISION

Attendant is under the direct supervision of the Fairground's Operations Department

WORKING CONDITIONS

Work is performed in all types of weather conditions, on various footing (paved, gravel, grass). The work is performed primarily outdoors in all types of weather with periodic work indoors. Employee will be required to work evenings, weekends and holidays as needed.

SPECIAL REQUIREMENTS

Work performed will be evenings, weekends, and holidays. Schedule is temporary and sporadic and based upon hours facility is rented, which will range from 4 hours to 12 hours per event. Candidate must be flexible and able to work on short-notice. If currently employed by Snohomish County, combined hours cannot exceed 40 hours per week.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 2008

PAY RANGE: Minimum wage range (up to- \$15.25 per hour).

EEO Category: 8 – Service and Maintenance Workers

Worker Comp Code: 1501 - Hazardous