

**City of Novi**

**Site Supervisor- Event Specialist**

**Parks, Recreation & Cultural Services**

**SUMMARY**

Under the direction of the Recreation Supervisor, the Site Supervisor - Event Specialist assists in the implementation and supervision of internal and external events that take place at City of Novi facilities and parks. Exact work schedule and weekly hours are established by the Recreation Supervisor and may vary depending on need. Work on nights, weekends and holidays may be required. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to moderately complex in nature. Work may require moderate physical effort.

**RESPONSIBILITES AND ESSSENTIAL DUTIES AND FUNCTIONS**

* Set-up and take down of rooms for programs, classes, rentals, and special events
* Beverage service for city events
* Assisting customers at the Novi Civic Center
* Routine cleaning (sweeping floors, cleaning chairs and tables, and other tasks as necessary)
* Water Novi Civic Center plants
* Seasonal work
* Clear Novi Civic Center walkways
* Secure Novi Civic Center and Township Hall
* Service maintenance checks (i.e. test alarms, emergency lights, exit lights, refrigerator and freezer temperatures, check oven pilot lights
* From Memorial Day through Labor Day ensure Lakeshore Beach safety
* Other duties as assigned

Maximum average twenty-four (24) hours per week, day, nights and weekends. Must be 15 years of age or older. Pay range starting at $12 per hour, no benefits. CPR and KultureCity Sensory Inclusive Training provided.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

All of the following functions, qualifications, duties and knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following:

* Knowledge of the principles and methods used in organizing, supervising activities and customer service
* Ability to establish and maintain effective working relationships with co-workers, program participants, volunteers and the general public
* Good leadership skills
* General knowledge of technology

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

Past experience working with the public and customer service programming is essential

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.