



City of Humble

Employment Opportunity

Job Number – CC-20180406-PTO

Date Posted: 04/06/2018

Job Title: PT Civic Center Operations

Job Class: Part Time (no more than 999 hrs/yr)

Reports To: Operations Manager

Work Hours: Will be discussed at interview

Open Until: Position Filled

FLSA Status:

Department: Civic Center Operations

Location: 8233 Will Clayton Pkwy

Essential: No

The City of Humble Civic Center Operations Department is currently accepting applications for the position of Part Time Civic Center Operations.

Position Objectives: Performs duties in the set up and break down for events held at the Civic Center and other City facilities. Individual may also be required to perform basic building and/or grounds maintenance. Individual selected for this position must have the ability to present a positive image to the public at all times.

Basic Job Duties, Work Conditions, and Minimum Requirements:

Job Duties Include:

- Set up and break down for events held at Civic Center
- Basic building/grounds maintenance

Working Conditions:

- Work areas where work is performed includes both inside facilities and outdoors
- May be working in inclement weather and/or severe temperature ranges

Qualifications and Education Requirements:

- High School Diploma or equivalent
- Must be able to pass background investigation, physical and drug screen
- Ability to read basic safety directions and MSDS

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Resumes will not be accepted in lieu of an application. Applications may be downloaded from the City of Humble website at www.cityofhumble.com, under Links select **Employment** and then click in the area highlighted in red that states Application for Employment. Once the application is completed, it may be emailed to careers@cityofhumble.net. **Please include the Job Number in the Subject line on all emails.**

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.