



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EVENTS CENTER TECHNICIAN II	31	C	9.434
EVENTS CENTER TECHNICIAN I	27	C	9.437

SERIES CONCEPT

Direct and participate in the setup and removal of fixtures and equipment used to host sporting and entertainment events as well as academic and corporate functions at an indoor arena or outdoor stadium at the University of Nevada-Reno (UNR), University of Nevada-Las Vegas (UNLV) or other State agency.

Coordinate equipment set-up and teardown for a variety of events; schedule equipment delivery; oversee proper installation and operation of equipment which may include seating areas, computer-based lighting systems, audiovisual equipment such as television monitors and satellite communication systems, security cameras, tables and chairs, and portable stages.

Connect and assemble prefabricated rigging system; attach curtains, audio, and lighting equipment to assembled rigging grid; disassemble and organize rigging sections and other equipment following an event.

Supervise, train, schedule, and direct the work of laborers as required by the size and nature of the event; plan and organize work assignments; oversee submission of time and expensing of labor costs for specific events.

Construct, repair and/or maintain grounds, facilities, and equipment; determine scope of work, diagnose malfunctions, and troubleshoot problems; perform basic plumbing, electrical, carpentry, and painting work; coordinate work performed by external contractors or internal departments by preparing, submitting, and tracking work orders; schedule and conduct inspections of finished work; process invoices.

Inspect, maintain, repair, inventory, store, and ensure the security of audiovisual equipment, stage equipment, props, and tools; order supplies, parts and tools as needed.

Clean and maintain tools and equipment to preserve their usefulness and establish and/or adhere to preventive maintenance schedules for stage equipment, forklifts, electric carts, props, and tools.

Participate in planning meetings with clients to contribute expertise and recommendations on equipment, technical operations, facility specifications, available options, etc.

Ensure compliance with fire regulations and safety procedures.

Perform related duties as assigned.

CLASS CONCEPTS

Events Center Technician II: Under general supervision, incumbents perform skilled technical work in the setup and removal of a variety of complex staging, entertainment, and sporting equipment including lighting and audiovisual devices used to host events at a major events or sports arena. They also confer with clients and/or coaching staff to gather information regarding events and/or game needs, calculate and determine labor and technical needs; schedule and supervise labor; conduct training classes pertinent to safety procedures, equipment

CLASS CONCEPTS (cont'd)

Events Center Technician II: (cont'd)

handling, maintenance, repair, and techniques used in the setup and striking of events; attend rehearsals and performances to identify and solve problems and ensure adherence to fire regulations and safety procedures; and supervise permanent and temporary staff.

This class is distinguished from the lower level by additional responsibility for a greater diversity and frequency of events; greater supervisory responsibility; and higher-level knowledge, skills, and abilities.

Events Center Technician I: Under general supervision, incumbents perform semi-skilled work in the setup and removal of staging, sporting, lighting, and audiovisual equipment in an events or sports arena, set up and tear down meeting rooms, locker rooms, seating, tables, and other routine arena equipment; repair and maintain facilities, equipment, and grounds; provide information to clients and coaching staff on event or game day details; identify necessary equipment for games or events; and provide lead worker direction to temporary laborers.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

EVENTS CENTER TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of skilled work experience in equipment set-up and teardown at an events center or sports arena, one year which included coordinating the work of others in the set-up and teardown of related equipment; **OR** two years of experience as an Events Center Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: methods and techniques of setting up, operating, and removing sound, lighting, props, and other stage equipment; retractable seating, lighting, sound, audiovisual, stage equipment, and operation of spotlights associated with an events or sports arena; installation of sporting equipment including basketball floors, baskets, nets, scoring equipment, field markers, or other equipment used in an athletic facility. **Working knowledge of:** safety procedures associated with events or sports arena equipment and machinery; game/events production used in setting up indoor arenas or outdoor stadiums. **Ability to:** direct and organize the work of lower level staff; set up and tear down equipment for a broad variety of events; perform effectively under demanding time schedules; train and supervise employees in the safe use of machinery and equipment used in an events or sports arena; read blueprints and schematic drawings; work odd shifts and fluctuating hours; operate and maintain a variety of tools and equipment used to construct, install and remove staging, rigging, seating, flooring and sound, light and audiovisual systems and sporting and scoring equipment; troubleshoot malfunctions in electronic systems, scoring systems and computer-based lighting systems; oversee public use of events center facilities; ensure security of events center equipment; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

General knowledge of: principles and techniques of supervision. **Ability to:** troubleshoot and repair malfunctions in electronic systems, scoring equipment, audiovisual systems, and computer-based lighting systems; establish effective working relationships with co-workers, university personnel and the public.

MINIMUM QUALIFICATIONS (cont'd)

EVENTS CENTER TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of semi-skilled experience which involved set-up and teardown of equipment, furniture, and/or fixtures at an events center or sports arena, one year which included coordinating the work of others in set-up and teardown of equipment, furniture and/or fixtures; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: methods and techniques of setting up, operating, and removing sound, lighting, props, and other stage equipment. **Ability to:** organize and direct the work of laborers; instruct and oversee workers in the safe use of machinery and equipment used in an events center; operate and maintain a variety of tools and equipment used to construct, install, and remove events center rigging and sound, light and audiovisual systems, and security camera systems; operate and maintain tools and test instruments used to install and monitor electronic equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Events Center Technician II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.434</u>	<u>9.437</u>
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