



**City Of Tavares**  
**Position Vacancy Announcement**  
**January 9, 2018**

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**Position Title:** Pavilion Services Associate  
**Salary Range:** \$25,850 - \$38,775  
**Posting Number:** 447  
**Closing Date:** Open Until Filled

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**GENERAL DESCRIPTION:**

Performs physical work requiring independent judgment in the operation, maintenance, repair and custodial cleaning of the Pavilion on the Lake. Work involves limited planning, coordinating and monitoring of events at the Pavilion. This position reports directly to the Pavilion Manager.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in the coordination, preparation, and implementation of events at the Pavilion; responsible for the set-up, changes/adjustments, and breakdown of room rental equipment and furniture according to the rental agreements; works with guests to insure satisfaction.
2. Responsible for the proper upkeep, maintenance, and care of the Pavilion, rental facility contents, equipment, associated building structures and pier; performs all types of manual labor, including but not limited to, maintenance of equipment and associated building structures and custodial cleaning of entire facility.
3. Carries out work orders, performs assigned tasks through utilization of materials and assigned personnel; inspects work in progress and upon completion for compliance with safety and operational procedures.
4. Operates a wide variety of large and small building maintenance equipment and small hand tools in the completion of work assigned.
5. Prepares reports and other work records including, but not limited to, daily and other periodic reports assigned to this work classification, equipment operations/maintenance reports, and damage reports.
6. Greets and assists guests whenever possible; works with caterers and delivery personnel to ensure user needs are met.
7. Works with the Pavilion Manager to evaluate and make recommendations to improve the operational procedures to increase user satisfaction.
8. Represents the department at City and public meetings as required; ensures the Pavilion Manager has been informed of any information/issues of relevance; maintains an open line of communication with Pavilion employees, City staff, department heads and the general public.
9. Assumes responsibility of a working supervisor as required.
10. Opens and closes facility as needed; able to work as needed on weekends, holidays, etc.
11. Knowledge of or ability to learn and facilitate technical based items (I-pad, audio visual, overhead sound system, etc.)

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**PAVILION SERVICES ASSOCIATE  
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**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to work extended hours (opening and/or closing shifts); weekend evening work is required.
2. Ability to multi-task in a challenging environment
3. Ability to interact with potential guests and perform pre-event inspections, conduct tours and complete post-event checklists
4. Knowledge of business English, spelling and punctuation, in order to prepare documents and reports
5. Ability to respond to difficult and stressful situations in an efficient, effective, and positive manner (Example: last-minute floor plan changes to meet client needs)
6. Ability to adapt swiftly to operational changes
7. Ability to read and understand simple contracts, sketches, diagrams, blueprints, maps and charts to perform work responsibilities
8. Knowledge of and ability to operate audio visual equipment
9. Skilled in the operation of general office equipment including a personal computer, keyboard, copy and fax machine
10. Ability to learn a variety of computer software programs and applications
11. Knowledge of effective customer service practices
12. Ability to create and maintain a positive image with members of the public
13. Ability to work independently in carrying out assignments to completion
14. Ability to create and maintain a positive image with members of the public
15. Ability to understand and carry out oral and written instructions and maintain accurate records
16. Comprehensive knowledge of public facility operations and their maintenance procedures
17. Ability to perform manual labor
18. Working understanding of all occupational safety rules, regulations and practices

**EDUCATION AND EXPERIENCE:**

1. High school diploma or accredited equivalent, with Associates degree preferred
2. Minimum of 5 years direct experience in Hospitality industry or relevant field
3. Customer service and conflict resolution training and/or experience highly preferred

*(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)*

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

1. Valid Class "E" Florida Drivers License.

**ESSENTIAL PHYSICAL SKILLS:**

- Lifting and carrying up to 40 pounds
- Acceptable eyesight (with or without correction)
- Ability to communicate both orally and in writing
- Acceptable hearing (with or without hearing aid)
- Walking
- Standing
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

**ENVIROMENTAL CONDITIONS:**

- Works inside and outside in various weather conditions
- Works with cleaning and maintenance chemicals
- Heights (up to 15 feet)

The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.