

This job description should not be interpreted as all-inclusive. This document outlines the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks beyond those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

**General Purpose:**

Under the general supervision of the EXPO Facilities Operations Manager, this person will perform duties in a working position supporting day-to-day event operations and facility readiness at the Expo Center. This role focuses on event execution and hands-on support before, during, and after events, while assisting with basic facility care and equipment readiness. This person will help ensure events are set up, operated, and broken down efficiently, safely, and in accordance with event requirements.

**Essential Functions:**

- All duties are performed in accordance with applicable safety, security, and operational standards.
- Help to facilitate event set-up, operation, and tear-down to ensure spaces are prepared according to event requirements and schedules.
- Ensures event areas are clean, orderly, and ready for use prior to and following events.
- Assists with basic facility upkeep and reports larger maintenance or repair needs to the Expo Facilities Operations Manager.
- Helps ensure equipment needed for events is available, operational, and properly stored.
- Assists with tracking and communicating facility or event-related issues to the Expo Facilities Operations Manager.
- Helps maintain lists related to event readiness, improvements, and follow-up needs.
- Assists with inspections of event areas and equipment for safety and functionality.
- Operates equipment and tools necessary for event support.
- Works as part of a team on event-related projects and facility preparations. This includes working the events.
- May assist with cutting, fitting, laying, repairing, and cleaning materials in preparation for events.
- Performs all other duties as assigned.

**Knowledge, Abilities and Skills:**

- Report to work on time and maintain dependable attendance.
- Follow written and verbal directions.
- Demonstrate honesty, reliability, and professionalism.

- Maintain a safe work environment.
- Work cooperatively with others and maintain a positive attitude.
- Provide courteous and respectful customer service.
- Manage time effectively and remain focused on assigned tasks.
- Recognize problems and implement appropriate solutions.
- Ability to deal with staff, vendors, and the public in a positive, customer service-oriented manner.

#### **Minimum Qualifications:**

- High School Diploma or GED equivalent.
- A combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the job.
- Must maintain a valid Oklahoma Driver's License
- Must be able to work weekends, evenings/nights as events require.

#### **Tools and Equipment:**

- Tractor
- Forklift
- Skid loader
- Mowers
- Hand tools
- Power tools
- Various heavy and light equipment used in facility and event operations

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Part-time