



CLASS SPECIFICATION

Class Title: Lead Venue Operations Specialist
Department: Western Sports Park
FLSA: Non-exempt

Class Code: 1174
Grade: 16
Eff. Date: 01/01/2026

GENERAL PURPOSE

Under the general supervision of the Campus Operations Manager, performs a variety of skilled and semi-skilled duties in event support, customer service, grounds and equipment maintenance. Leads work of other Venue Operations Specialists.

EXAMPLE OF DUTIES

Supervises Venue Operations Specialists in the absence of the Campus Operations Manager; schedules, assigns, monitors and evaluates routine campus operations; participates in personnel decisions related to operations staff; schedules training for operations staff as needed; in consultation with the Campus Operations Manager, conducts performance appraisals in compliance with County policies, procedures and practices. Documents performance problems and issues, and advises Campus Operations Manager of adverse work-related situations.

Collaborates with the Event Coordination team and customers to ensure buildings and grounds are set up correctly. Provides customer service; interacts with the customers to prevent and resolve issues, and assists in ensuring events are successful.

Prepares Western Sports Park for a variety of events (e.g., sets up tables, chairs, portable stage, sports standards, goals, and other equipment, lays floor mats, etc.). Takes down equipment after the event has concluded and properly stores it in a designated storage area.

Performs custodial work as needed including pre-, during and post-events cleaning.

Performs grounds maintenance duties that include snow removal, fertilizing, aerating, and mowing lawns, repairing irrigation systems, trimming shrubs and trees, cleaning up grounds maintenance debris and trash.

Maintains lawn tractors; maintains grounds maintenance equipment including mowers, edgers, trimmers, blowers and other related equipment.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school (or equivalent), plus four (4) years of full-time related experience; an acceptable combination of education and experience may be considered.

Preference for supervisor or lead worker experience.



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2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: turf preparation methods and practices; surface compaction and moisture requirements; event preparation and set-up; grounds maintenance practices and irrigation systems.

Skill in: the use of a variety of hand and power tools; operating grounds care equipment and other maintenance vehicles; the use of computer hardware, email, internet and basic software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure the motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: operate equipment and related implements; perform physical labor; work in inclement weather conditions (including heat and cold); read and understand instructions on the use of chemicals and fertilizers; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, event organizers, other agencies, and the general public.

WORKING CONDITIONS

Perform physical labor indoors and outdoors and during inclement weather (including heat and cold); requires frequent walking, bending, squatting, lifting, stooping, kneeling; work around animals and animal matter; work around and apply fertilizer and pesticide chemicals; lift, carry, and otherwise, move objects weighing up to 50 lbs; work in a dusty environment and in conditions that include excessive noise and vibration.

Work evenings, weekends, holidays as assigned; work extended hours during large events.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**