



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Assistant Operations Manager – P'5	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8314
FLSA	<input checked="" type="checkbox"/> Exempt – Executive/Supervisory <input type="checkbox"/> Non-Exempt	Salary Grade #	324
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Classification Description:

Assist in managing the daily operations of building maintenance, stage operations, custodial services, and event setup and teardown. Implement established policies, procedures, programs and services to ensure effective utilization of resources and regulatory compliance. Serve as a member of the management team.

Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Manages, supervises and coordinates the activities of staff involved in basic building maintenance, stage operations, custodial services and setup and teardown of non-theatrical events.
2. Meets and coordinates projects with clients, promoters, exhibitors, vendors and contractors.
3. Coordinates activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
4. Maintains and manages inventory of stage related equipment, materials and supplies; researches, purchases and manages installation of stage related and physical plant equipment.
5. Coordinates telephone needs for staff and clients, coordinates internet needs for clients, and coordinates cell phone services.
6. Assists with the preparation and management of department budget.
7. Ensures practices, policies and priorities of assigned projects and functions are followed; assists with monitoring and evaluating processes, methods and procedures.



8. Ensures work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Owner Controlled Insurance Program (OCIP), Leadership in Energy and Environmental Design (LEED) certification and OSHA.

Secondary Functions:

1. Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position achieves success through subordinate supervisors, ensuring they have the necessary leadership and tools to achieve success. The incumbent is responsible to carry out the full spectrum of management responsibilities in accordance with the agency's policies and applicable laws, and ensure subordinate supervisors also carry out supervisory duties appropriately. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

- Associate's Degree or vocational training in engineering, technical theater or related field, and
- A minimum of five (5) years of experience in building maintenance or theatrical or concert productions, and
- A minimum of three (3) years of supervisory or lead experience, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence

Knowledge, Skills and Abilities:

- Facilities operations, including building construction and maintenance, mechanical equipment repair and theatrical production requirements
- Stage operations
- Pertinent Federal, State and local laws, codes and regulations that affect and impact department
- Information technology and telecommunications systems and equipment
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Assess and review work in the installation, maintenance and repair of HVAC systems, electrical systems, and mechanical and pneumatic controls
- Analyze information and use logic to resolve issues and problems



- Read and interpret schematics, drawings and blueprints
- Manage staff and resources in an effective and efficient manner
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Work nights, weekends and holidays

Physical Demands / Work Environment:

- Frequently required to read computer screen; see and/or respond to visual cues; sit for extended periods of time; perform repetitive motions of hands and wrist
- Occasionally required to stand and/or walk for extended periods of time; reach with hands and arms; climb, stoop, kneel, crouch or crawl; work near or around electricity; work near or around moving mechanical moving parts; hear and/or respond to verbal/audio cues; lift, push, pull and/or carry objects up to 50 pounds
- Occasionally exposed to outdoor weather conditions
- Rarely required to lift, push, pull and/or carry objects up to 100 pounds

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date