



Classification Description

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 – Expo Center	Bargaining Unit	Non-represented
Functional Job Family	Operations	Classification #	8317
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	323
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Assist in managing the daily operations of building maintenance, grounds maintenance, custodial services and event setup and teardown. Implement established policies, procedures, programs and services to ensure effective utilization of resources and regulatory compliance.

Reasonable Accommodations:

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.

Essential Functions:

- Supervise, coordinate and schedule the activities of staff involved in all aspects of building maintenance, grounds maintenance and custodial services.
- Supervise, coordinate and participate in event setup and teardown.
- Manage, supervisor and perform installation, maintenance and repair of fixed and portable equipment in building, on grounds and on vehicles.
- Manage inventory of supplies, materials and equipment.
- Manage the installation and billing of utilities to exhibitors and clients, including telephone, gas and internet services.
- Coordinate the work of department staff to ensure effective and efficient use of resources; ensure work is performed according to, and within, budget.
- Coordinate activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
- Ensure that practices, policies and priorities of assigned projects and functions are followed; assist with monitoring and evaluating processes, methods and procedures.
- Ensure work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, OSHA.

**Secondary Functions:**

- Maintain and operate large equipment, such as front-end loader, tractors and forklifts.
- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position functions primarily as a first-line supervisor, ensuring that subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. 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 facilities engineering or maintenance or related field, and
- A minimum of four (4) years of experience in building management or maintenance, 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.
- Current and valid forklift certification.

Necessary Knowledge, Skills and Abilities:

- Knowledge of facilities operations, including building construction, building maintenance, mechanical equipment repair, electrical systems, plumbing systems, HVAC and grounds maintenance.
- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact department.
- Skills in basic computer electronics, telecommunications equipment and/or audiovisual equipment.
- Skills in basic carpentry, welding and plumbing.
- Skills in public speaking and giving presentations.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to perform responsible and difficult work in the installation, maintenance and repair of HVAC systems, electrical systems, and mechanical and pneumatic controls.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to read and interpret schematics, drawings and blueprints.
- Ability to manage staff and resources in an effective and efficient manner.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to work nights, weekends and holidays.



Physical Demands / Work Environment:

- Continuously required to stand and/or walk for extended periods of time; smell and/or taste; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 10 pounds.
- Frequently required to lift, push, pull and/or carry objects up to 25 pounds; work near or around moving mechanical parts; see and/or respond to visual cues; hear and/or respond to verbal/audio cues.
- Occasionally required to stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms;
- Occasionally exposed to outdoor weather conditions.
- Rarely required to sit for extended periods of time; climb and/or balance; lift, push, pull and/or carry objects up to 100 pounds; work near or around electricity; exposed to vibration
- Rarely exposed to toxic or caustic chemicals; fumes or airborne particles; blood or other human bodily fluids.

“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